

CERTIFIED TRAINING NEEDS ASSESSOR

Designing & **IMPLEMENTING COMPETENCY MATRIX**

RM 2,800



**MALAYSIA HR FORUM ACADEMY,
MENARA PKNS, PETALING JAYA**

MODULE OVERVIEW

This course provides participants with the essential tools and techniques to identify, analyze, and address training needs within their organizations. Furthermore, it provide participants with knowledge and skills to form their Company's Competencies Framework & Competency Matrix

LEARNING OBJECTIVES

- Explain what is Competencies and the clusters of Competencies
- Write observable behaviors (description) for each of the identified competencies.
- Propose Competency Framework for Company
- Propose Competency Matrix for Company



TARGETED PARTICIPANTS

Human Resource Personnel / Training Personnels / L&D personnel who want to acquire in-depth knowledge and application of the learning and development in the organization.

METHOD OF TRAINING

- Case Studies
- Group Presentation
- Individual Presentations

LEARNING OUTCOME

- At the end of this course, participants will be able to:
- Understand the importance and benefits of conducting Training Needs Analyses,
- Identify different methods and approaches for conducting TNAs,
- Gather and analyse data effectively to identify training gaps,
- Prioritize training needs based on organizational objectives and available resources,
- Develop action plans for addressing identified training needs,
- Monitor and evaluate the effectiveness of training interventions.



ASSESSMENT/ PRESENTATION

Participants will be assessed at the end of the third (3rd) training course to be a Certified Training Needs Assessor (CTNA) by a Group Discussion and a Group Presentation that covers modules from three training courses.

DURATION

2 Days



CONTENTS DAY 1 | 9 AM - 5 PM

MODULE 1: INTRODUCTION

1. Explain what are Competencies and the clusters of Competencies
2. Write observable behaviors (description) for each of the identified competencies.
3. Propose Competency Framework for Company
4. Propose Competency Matrix for Company

CONTENT OF MODULE 1: INTRODUCTION

- 1.1 Defining Competencies
- 1.2 What is Competency Framework?
- 1.3 What is Competency Matrix?

CONTENTS DAY 2 | 9 AM - 5 PM

CONTENT OF MODULE 2: CRAFTING COMPETENCY FRAMEWORK

- 2.1 Usage of Competency Framework in a Company
- 2.2 Defining Core Competencies of a Company
- 2.3 Defining Leadership Competencies of a Company
- 2.4 Defining Functional Competencies of a Company
- 2.5 Linking Competencies Framework to TNA

CONTENT OF MODULE 3: CRAFTING COMPETENCY MATRIX

- 3.1 Why Competency Matrix?
- 3.2 Step by Step Guide in Creating a Skills Matrix
- 3.3 Linking Skills Matrix to TNA

