



COMPETENCY BASED TRAINING NEEDS ANALYSIS



The Competency-Based Training Needs Analysis course provides participants with the knowledge and skills to conduct thorough training needs assessments aligned with organizational goals and employee competencies. Through interactive workshops and practical exercises, participants will learn how to identify performance gaps, assess training requirements, and develop targeted learning interventions to address organizational needs effectively!

Who is this course for?

This course is ideal for professionals involved in human resources, learning and development, and organizational development roles.



Course fee: RM1,600 per pax

Date: 28 – 29 May 2024

Venue: MEF Academy, 3A03, Block A, Pusat
Dagangan Phileo Damansara, Jalan 16/11,
Seksyen 16, 46350 Petaling Jaya

Time: 8.30am – 5.00pm

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<https://forms.office.com/r/P1friE7qTj?origin=lprLink>



Who is this course for?

The Competency-Based Training Needs Analysis course is ideal for professionals involved in human resources, learning and development, and organizational development roles. The target audience includes:

Human Resource Managers

Those responsible for aligning training initiatives with organizational goals and identifying skills gaps within the workforce.

Learning and Development Specialists

Professionals involved in designing and implementing training programs to address employee development needs.

Training Managers

Individuals responsible for conducting comprehensive training needs assessments and designing targeted learning interventions.

Organizational Development Practitioners

Professionals focused on improving organizational effectiveness and performance through strategic training initiatives.

Team Leaders and Supervisors

Individuals leading teams or departments who need to identify and address skill deficiencies within their teams.

Consultants

Those providing external consulting services to organizations seeking to optimize their training and development strategies.



Key Take-Aways

By attending this 2-day immersive course, participants will be able to develop their knowledge and skills on the following areas:

1. **Understanding of Training Needs Analysis (TNA)**, especially the importance of TNA in organizational development and performance improvement.
2. **Defining Competencies** to understand the concept of competencies and their role in defining job performance, and differentiate between technical, behavioural, and leadership competencies.
3. **Conducting Performance Gap Analysis** to identify performance gaps between desired and actual performance.
4. **Importance of Stakeholder Engagement in the TNA Process.**
5. **Prioritizing Training Needs** based on organizational goals, budget, and resource availability.
6. **Designing Training Programs** by developing learning objectives, content outlines, and instructional materials for training programs.
7. **Evaluation and Measurement** by using techniques for assessing training effectiveness and measuring the impact of training interventions.
8. **Implementation and Continuous Improvement** based on feedback and changing organizational needs.
9. **Application of Skills** to apply their newfound knowledge to design, implement, and evaluate effective training programs.

Course Agenda

	Day 1	Day 2
08.30am	Registration	Registration
09.00am	Module 1: Understanding the Scope of Training and Development	Module 5: Evaluating Different Methods of Training
10.30am	Tea break	Tea Break
10.45am	Module 2: Introduction to Competency and Competency Mapping	Module 6: Writing TNA Report and Preparing Your Training Plan
01.00pm	Lunch break	Lunch Break
02.00pm	Module 3: Introduction to TNA and 3 Levels of Needs Assessment	Module 7: Preparing the Training Schedule
03.30pm	Tea break	Tea Break
03.45pm	Module 4: Training Needs Analysis Techniques	Group Presentation
05.00pm	End of Day 1	End of Workshop

Your Trainer – Farha Uzaimi

Farha Uzaimi is a certified trainer and coach with a fervent passion for learning and training. Her extensive experience spans across various fields including education, human resource management, coaching, instructional design, travel and tourism, hospitality, and retail.

In her 25 years of working and training experience, Farha has conducted a plethora of HR-related training sessions for companies such as PKFZ, Integrated Logistics Solutions Sdn Bhd, IK Academy, and Shell. Her expertise ranges from fundamental topics such as Introduction to HRM and Introduction to Organization Behavior to more specialized areas such as coaching for development. She has also been involved in conducting 1MGRIP programs, PENJANA programs and Master Trainer Cert IV (TAE40110) Training and Assessment sessions.

Farha has contributed significantly to curriculum development, having been a panel member for NOSS and NCS Z070 for PSMB Certified Trainer. She has also served on committees and advisory panels for various educational initiatives, including the Diploma in Retail Management. Farha's coaching and mentoring skills have been instrumental in guiding individuals and teams to achieve their full potential.



Your Trainer – Vignesh Velayuthan

Vignesh Velayuthan is a dynamic and result oriented trainer with 25 years of experience in a leadership position in the MNC & Hospitality industry. He carries wide experience & knowledge gained from working in various countries such as Singapore, Indonesia, Switzerland & UK. He articulates various managerial positions, project management, trainings & HR Skills in manufacturing and hospitality industries. Graduated from Universiti Kebangsaan Malaysia (B. Econs) and Post Graduate Hospitality Management (PGD) from HIM, Switzerland, he is also a Certified CIPP (AIBFM). He has an innate sense of task prioritization, managerial aptitude, training & development and result oriented attitude towards accelerating organizational growth in a competitive environment. With his wide range of experiences working in various industries and MNC's, he have mastered in many areas as such People management/relations, HRM, Team Building (TB), ISO management & workplace safety.

Vignesh has substantial work experience in several big industries such as semiconductor, electronics and hospitality at an operations management level and People relation/management. His wealth of experience has given him great insights and firsthand experience in People Management, Operations & Quality Management for thousands of employees. He is also very well versed in ISO management has conducted many in-house trainings related to these industries.

During his tenure in Western Digital (M) & Matsushita Electronics (Indonesia) his biggest achievement was to handle the entire New production floor opening, reviewing the entire Operation Department process with tremendous cost efficiency and reduction of error and rejection rates. Further to this, he also has successfully done the Hotel opening project in Penang and Fast Food (Domino's) Outlet opening at Cyberjaya. In addition to this, Mr Vignesh was also involved in property management projects that resulted in big cost saving measures to the companies he served (PPC International).

For the past 10 years, Vignesh has been conducting trainings actively and received an excellent track record as an outstanding trainer with an emphasis on his structured training & assessment approach. He runs trainings for all levels of employees from Line leaders to Managers of Multinational companies and Small Medium Corporations. His training ratings are high and has been labelled by participants as a "high-caliber" and "passionate and conscientious" speaker who shares his life experiences well. With his skillful delivery and substantial experience in the corporate world, one can expect to learn advanced topics with management skills to be better equipped for the challenges ahead.

