



# COMPETENCY BASED TRAINING NEEDS ANALYSIS

**DATE:** 25-26 Sept. 2023  
**VENUE:** ONLINE (MS Teams)  
**PRICE:** RM1400 (per-participant)  
*Price indicated above includes 6% SST*

**For further information, please contact;**  
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Competency models are defined the capabilities required for success. Each model varies based on its intended purpose. Some models are created to describe the behaviour and attitudes that support the organization's culture. Other models describe the capabilities that support success in specific job roles. Models also vary in terms of their explication of technical versus soft skills. A model's usefulness depends, in a large measure, on clarity about its intended purpose when it is being developed

### **OBJECTIVES**

- Understanding Competency Mapping in TNA
- Blending in the Competency Modal with Organization's Competency Framework
- Using graphs in finding TNA Gaps
- Drawing out a Training Plan.

### **Who Should Attend**

- Training Managers/ Executives,
- HR Staffs
- All involved in training

### **Methodology**

- Discussion
- Group Discussion

### **Duration**

- 2 days (7 Hours)
- (9 am to 5 pm)

## **OUTLINE**

### **1. UNDERSTANDING THE SCOPE OF TRAINING & DEVELOPMENT**

The introductory chapter orientates participants to the Training & Development Process and the move from Pedagogical learning to Andragogical learning.

### **2. INTRODUCTION TO COMPETENCY & COMPETENCY MAPPING**

Participants will be able to understand the purpose of using given an Introduction to what Competencies are and how to Map Competencies based on their Organization's Competency needs.

### **3. INTRODUCTION TO TNA AND 3 LEVELS OF NEEDS ASSESSMENT**

Participants will be given an understanding of what TNA is and conducting the Analysis based on the requirements of the Organization, Job and Individual.

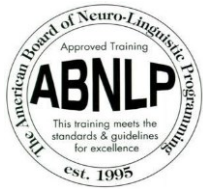
### **4. TRAINING NEEDS ANALYSIS TECHNIQUES**

Participants will be able to understand the methods for data collection methodology and analysing the data using graphs and charts.

### **5. WRITING TNA REPORT AND PREPARING YOUR TRAINING PLAN**

Participants will be able to develop a presentation to be presented in the Management Meeting and how to plot programs and frequency in the Training Calendar.

## TRAINER PROFILE



**CERTIFIED NLP COACH**  
Approved By Coaching Division of The  
American Board Of NLP, USA



**CERTIFIED WORKPLACE BIG 5  
PROFILE 4.0- Specialist in Traits &  
Competency Assessment**



**CERTIFICATE IN TALENT, COMPETENCY  
& SUCCESSION PLANNING**  
Issued by PENNSTATE University



**HRD Corp Certified Trainer**

**Mr. SRI VAHLSAN** has more than 15 years of experience in the area of People Relations. Backed with years of working experience in the Hospitality and Education Industry has given him sound knowledge in Employee Relations especially in employee Performance Competencies and Customer Service . Geared with this exposure and experience, his delivery has been able to bridge the gaps in organizational needs by transforming the contents into reflective inputs for employees to succeed in their working place.

His initiatives in MEF ACADEMY has taken him a step further, where he was involved as a Co Trainer in 'SCORE Initiatives' organized by International Training Center (ITC) of the International Labor Organization (ILO). He is also collaborating in conducting programs with other Employers Organization within Asia such as Cambodian Federation of Employers and Business Associations (CAMFEBA), Vietnam Chamber Of Commerce & Industry (VCCI) and Employers Confederation of Philippines (ECOT), Fiji Commerce & Employers Federation (FCEF) and Employers Federation of Ceylon (EFC).

Since joining MEF ACADEMY, Mr Sri has enhanced his skills to include Competency Development and Profiling in HR and Operation. He has further developed various programs in this area and has successfully delivered various seminars particularly in Competency Based Recruitment & Selection, Competency Based Human Resource Management, Competency Based Training Needs Analysis and Competency Mapping for multinational organizations in Manufacturing, Oil & Gas, Services Industry (Banks & Hospitality) and GLCs.

Mr Sri's other area of specialization includes Customer Service Programs, Communication Skills, Management Development, Supervisory Management and some HR related programs such as OJT, Training Needs Analysis and Coaching & Counseling for Performance Improvement.

Throughout his working experience especially in the Hospitality Industry, he was involved in the pre-opening of Hotels and Fast Food Restaurants where he had designed the Skills Training Plan for the Food and Beverage Department. While being a Training Manager undertook most of the preliminary start up functions for the Department, from creating a Succession Plan to developing the Needs Analysis

He is a Licensed Practitioner of NLPTM (certified by The Society of NLP, Certified Trainer in Management Training Program issued by (NICC) & Japanese Business Federation (JITA) and a Certified Trainer issued by Human Resource Development Fund (HRDF)

Academically he holds a Bachelor's Degree in Hospitality Management from Bournemouth University in UK and a Master in Management (specializing in Human Resource) Open University Malaysia (OUM).