COMPETENCY BASED TRAINING NEEDS ANALYSIS

Date: **13 - 15 October 2020**   Time: **09:00 AM**

Venue: **Asia Metropolitan College, Kota Kinabalu**

INTRODUCTION

Training is about helping people learn so they can do their jobs to the required standards. However, often training fails to address the real individual, occupational, departmental, or organisational needs. One of the major factors contributing to this situation is that training workshops are not based on business needs or mission critical needs. Training should be based on systematic assessment of current and future needs of organisations.

Our three-day workshop is designed to help training professionals;
- Collect and analyse relevant data to develop training plan/schedule
- Prepare and present Training Needs Analysis (TNA) reports
- Engage stakeholders for successful implementations

DESIGNED FOR

This workshop is designed for those whose roles require them to conduct systematic TNA, such as:
- Trainers/lecturers
- HR practitioners
- Line managers
- Instructional designers

LEARNING APPROACH

The program will use a range of interactive activities - group and individual exercises, case studies and discussions. There will also be formal inputs of theory and models. The aim is to provide a focus for action that will maximize learning.

PROGRAMME OBJECTIVES

On completion of the workshop, participants will be able to:
- Describe the components of competency-based TNA (CBTNA)
- Identify Competency Framework and job competency profile
- Use data collection methods and analysis techniques to gather information
- Analyse, interpret findings to determine needs for learning and development interventions
- Prepare CBTNA report and training plan

TRAINING IS ABOUT HELPING PEOPLE LEARN

WORKSHOP OUTLINE

Module 1 - Introduction
- Objectives and expectations
- Training essentials

Module 2 - Needs Analysis
- Purpose
- Sources of learning needs
- Levels of needs analysis
- Role of analyst

Module 3 - Data Collection: 4 Methods
- Interview
- Observation
- Survey
- Focus group discussion

Module 4 - Analysis: Techniques
- SWOT analysis
- Task analysis
- Competency analysis

Module 5 - Writing CBTNA report
- Tabulate data, information collected and plot using appropriate statistical method
- Make recommendation on learning development interventions
- Prepare training plan and training schedule
- Prepare training report and present to management

Module 6: Stakeholders Engagement
- Get the stakeholders involvement for design, develop and deliver the programmes
- Communicating and promoting the programmes
- Review and measure implementation success

This programme is ILM UK, certified.

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