SMR HR GROUP

COMPETENCY-BASED TRAINING NEEDS ANALYSIS

HRDCORP CLAIMABLE
10001171278

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-days 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/Executives/Officers
- Instructional designers
- Administrators

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.

Content

- Module 1 - Introduction
- Module 2 - Needs Analysis
- Module 3 - Data Collection: 4 Methods
- Module 4 - Analysis: Techniques
- Module 5 - Writing CBTNA report
- Module 6: Stakeholders Engagement

Date	9th - 10th Dec 2025
Duration	2 days
Time	9.00am – 5.00pm
Fee	RM2,100 per pax
Facilitators	A. Subra
Mode of Delivery	Remote Online Learning