

# How to Make Training Fun & Becoming a Professional Trainer, and Introduction to TNA

**Note:** Participants will receive an e-certificate upon completion of the seminar.

**7 July 2025, Monday**  
**9 a.m – 5 p.m**  
(breakfast starts at 8.30am)

**Malaysia HR Forum Academy,  
Menara PKNS Petaling Jaya**

**ADMISSION PRICE**  
**RM89.00** excl. SST  
incl. material and meals  
breakfast & lunch  
(Non-HRDF Claimable)



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# Introduction

Learn what it takes to become a professional and successful trainer in terms of the required Attribute, Knowledge & Skills (ASK) and how to create an engaging training experience.

Get ready for a high-energy, hands-on session that takes the guesswork out of Training Needs Analysis (TNA)! This half-day workshop is designed to help HR professionals, trainers, and L&D practitioners confidently identify real skill gaps and align training efforts with business outcomes.

Through interactive activities, real-life scenarios, and practical tools, participants will walk away equipped with simple yet powerful TNA techniques they can start using immediately. It's practical, engaging, and built for impact!



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# Course Outline

## **Module 1: Becoming a Professional Trainer & Making Training Fun**

- WHY become a trainer?
- The ASK of a Professional Trainer
- The ATTRIBUTE of a Successful Trainer – Knowing your IKIGAI / Personal Mission Statement & Portraying Great Image of a Trainer.
- The KNOWLEDGE of a Professional Trainer – Becoming the Subject Matter Expert, Well Verse on Competency Based Training & Education (CBTE) & Continue to Sharpen Your Saw
- The SKILLS of a Professional Trainer – Your Experience Matters, the 3 Critical Skills of a Trainer – Developing Program, Strong Delivery Skills & Assessing Training Effectiveness.
- 8 Ways to Make Training Fun & Yet Impactful.

## **Module 2: Introduction to Training Needs Analysis (TNA): Finding the Real Gaps**

- Welcome & Icebreaker
- Section 1: TNA Demystified
- Section 2: Methods of Collecting Data
- Section 3: Identifying the Real Need
- Section 4: Creating a Simple TNA Template
- Wrap Up & Takeaway





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# Learning Objectives

**By the end of the seminar, participants will be able to:**

- Understand the purpose and benefits of becoming a trainer.
- Identify key Attributes, Knowledge, and Skills (ASK) of a professional trainer.
- Define their IKIGAI or personal mission as a trainer.
- Recognize the importance of image and subject expertise.
- Understand CBTE and continuous skill development.
- Learn core skills: program design, delivery, and assessment.
- Apply fun and engaging training techniques.
- Define what TNA is and why it matters in L&D.
- Identify different types and levels of training needs.
- Apply simple methods to gather and analyse training needs.
- Use a basic TNA template to create actionable insights.

# Targeted Participants

- HR Professionals
- Corporate Trainers
- Learning & Development Practitioners
- Training Managers and Executives
- Educators and Coaches
- Anyone aspiring to become a trainer or improve training delivery and design

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# Trainer's Profile

## **Ms. Kok Han Teng**

A Personal Development Coach & Trainer with experience in delivering customized learning solutions and effectiveness measurement. Ms. Kok Han Teng @ Kat is also a HR Consultant with 21 years of experiences across different roles in Generic HR, Learning & Development, Talent Management, Performance Management, Succession Planning. With the corporate exposure in multi-industries such as manufacturing, leisure, services, logistic, F&B industry such as various working experience in organizations such as Sunway Lagoon, Top Glove Corporation, City Link, Dommal Food Services and many more.



## **Thenmoli Boyd**

With nearly a decade of experience in Learning and Development (L&D), Talent Development, and Succession Planning, Mollie brings a strategic and forward-thinking approach to every training program. Her expertise lies in designing and implementing Skills and Competencies Matrices that provide clear pathways for employee growth and role clarity, ensuring that organizations are equipped with a skilled, future-ready workforce.



Mollie's work spans Succession Planning and the full cycle of Training and Development—from conducting detailed Learning Needs Assessments to creating targeted, high-impact training sessions. She uses Training Evaluation methods to continuously measure program effectiveness, leveraging data to refine content and enhance outcomes, making each session valuable and impactful for both learners and the organization.

A dynamic and engaging facilitator, Mollie's sessions are interactive and memorable, maximizing participant engagement and learning retention. Her proficiency in Competency-Based Interviewing supports talent acquisition processes, helping to ensure that candidates align with role needs and organizational culture. With a focus on aligning training initiatives with business goals, Mollie creates competency frameworks that support skill-building and career development, making her a trusted expert in the industry.