

CERTIFIED TRAINING NEEDS ASSESSOR

CONDUCTING EFFECTIVE **TRAINING NEEDS ANALYSIS (TNA)**, TRAINING IMPLEMENTATION & TRAINING EVALUATION

PART 1 OF THE

CTNA

CERTIFIED
TRAINING NEEDS
ASSESSOR

WE ARE

Online 

23, 24 & 25 APR 2025 | 9AM-5PM
MODE: VIRTUAL

RM 3,600



100% HRDC Claimable

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Ignite Your L&D Impact: Unlock the Power of Training Needs Analysis in 3 Days!

Are you ready to transform your L&D efforts from good to great?

This powerful 3-days program will equip you with the essential skills to uncover crucial skill gaps hindering your organization's goals.

Become a data-driven L&D rockstar:

- Master information-gathering techniques
- Analyze data to prioritize the right training needs
- Design targeted training programs with maximum impact

This is more than just training – it's a springboard for your L&D journey!

Why you can't miss this:

- Beginner-friendly: No prior L&D experience needed – just a passion for employee growth
- Interactive and engaging: Gain hands-on experience through exercises and discussions
- Actionable insights: Walk away with a clear roadmap for implementing Competency Based Training in your organization

Certified Training Needs Assessor (CTNA)

This program is Part 1 of the Certified Training Needs Assessor (CTNA). Earn a valuable certification upon completion of Part 2: Designing and Implementing Competency Matrix.

Learning objectives

Module 1: Introduction to TNA

- Explain what is TNA & its benefits
- List down the 3 Levels of TNA
- Explain the 6 Steps in Conducting an Effective TNA

Module 2: Implementing Competency-Based TNA

- Explain Competencies
- Carry out Competency Gaps Analysis
- Prepare the 7 deliverables after a TNA Exercise

Module 3: Measuring Training effectiveness & ROI

- Explain what is Competency Based Assessment
- Utilise the Models of Training Effectiveness in Planning Training Effectiveness Monitoring

Learning Outcome

Upon completion of the programme, participants will be able to:

- Prepare a plan for the identification of current and future training needs.
- Select and use information-gathering techniques effectively.
- Analyse the information to prioritise training needs.

Target Participants

This course is intended for HR and Training Personnel who manages Learning & Development portfolio.

Method of Training

- Interactive Learning Mode / Discussion
- Slides Presentation
- Role Play / Games
- Self- Reflection / Action planning

Duration

3 Days



Contents 9 am – 5 pm

Day 1 | Module 1: Introduction to TNA

- Definition of TNA
- Benefits of TNA to Organization, Department & Individual Employees
- The 3 Levels of TNA – Organizational, Operational & Individual
- Deep Dive into each Level of TNA
- Methodologies of TNA Data Gathering
- The 6 Steps of Conducting Effective TNA

Day 2 | Module 2: IMPLEMENTING COMPETENCY-BASED TNA

- Understanding Competencies
- Analysing gaps in Competencies for each level of TNA
- Analysing Qualitative vs Quantitative Data
- The 7 Deliverables of TNA
- Reporting TNA Results to Management to create Buy-In

Day 3 | Module 3: Measuring Training Effectiveness & ROI

- Introduction to Competency-Based Assessment
- Kirk Patrick Model & Philips Model of Training Effectiveness Assessment
- Method of Gathering Training Effectiveness Data
- Having the End in Mind- Revisiting our Learning Outcomes
- Process of Calculating ROI
- Isolating the Effects of Other Factor in Calculating ROI.

