

CERTIFIED TRAINING NEEDS ASSESSOR

DESIGNING AND IMPLEMENTING COMPETENCY MATRIX

PART 2 OF THE

CTNA CERTIFIED
TRAINING NEEDS
ASSESSOR

WE ARE

Online 

MAY 2025 | 9AM-5PM
MODE: VIRTUAL

RM 2,400



100% HRDC Claimable



KAT HAN TENG

Build Your Organizational Blueprint: Master the Art of Competency Matrix Design in 2 Days!

Are you ready to move beyond generic training and create a talent development strategy that truly drives performance?

This intensive 2-day program will empower you to construct a robust Competency Framework and Matrix, laying the foundation for a targeted, competency-based Training Needs Analysis (TNA).

Become a Strategic Talent Architect:

- **Define Clear Competencies:** Learn to identify and articulate the core, leadership, and functional competencies that fuel your organization's success.
- **Translate Vision into Action:** Master the art of writing observable behaviors, ensuring your competencies are measurable and actionable.
- **Construct Your Company's Blueprint:** Develop a tailored Competency Framework and Matrix, aligning talent development with strategic objectives.
- **Bridge Skill Gaps with Precision:** Utilize the Competency Matrix to pinpoint skill gaps and create targeted learning interventions.

This isn't just theory – it's a practical toolkit for building a high-performing workforce!

Certified Training Needs Assessor (CTNA)

This program is Part 2 of the Certified Training Needs Assessor (CTNA). Earn a valuable certification upon completion of Part 1: Conducting Effective TNA, Implementation & Training Evaluation



Learning objectives

This course provides participants with knowledge and skills to form their Company's Competencies Framework & Competency Matrix, so they can build a Competency Based TNA.

Learning Outcome

At the end of this program, participants will be able to:

- explain what are Competencies and the clusters of Competencies
- write observable behaviors (description) for each of the identified competencies.
- propose Competency Framework for Company
- propose Competency Matrix for Company

Target Participants

Human Resource Personnel / Training Personnels / L&D personnel who want to acquire in-depth knowledge and application of the learning and development in the organization.

Method of Training

The course will be conducted in an interactive learning mode in order to encourage active learning among the participants. Methods of trainings used includes:

- group discussions
- slides presentation
- games
- opportunity for self-reflection and action planning.

Duration

2 Days



Contents 9 am - 5 pm

Day 1

Module 1: Introduction

- Defining Competencies
- Usage of Defining Competency Framework
- Group Brainstorm: Benefits of having Competency Framework
- Competency Matrix
- Various Outlook of Skills Matrix

Module 2: Crafting Competency Framework

- Usage of Competency Framework in a Company
- Defining Core Competencies of Company
- Defining Leadership Competencies of a Company
- Defining Functional Competencies of a Company
- Linking Competencies Framework to TNA

Day 2

Recap and Review of Day 1

Module 3: Crafting Competency Matrix

- Why Competency Matrix?
- Step by Step Guide in Creating a Skills Matrix
 1. Identifying Position Titles
 2. Defining Scopes & Key Skills
 3. Identifying the Target Level of the Skills Set
 4. Identifying Current Rating & Gap in Skills Set
- How does Competency Matrix help in TNA

Recap and Review of Day 2

Assessment