

CERTIFIED TRAINING NEEDS ASSESSOR

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



RM3,900

2025 | 9 am - 5 pm

MALAYSIA HR FORUM ACADEMY
LEVEL 12, LOT 12A, MENARA PKNS PETALING JAYA,
JALAN YONG SHOOK LIN, 46050 PETALING JAYA



Sophie: 010-8611851



sophie@malaysiahrforum.com



www.malaysiahrforum.com

Ignite Your L&D Impact. Unlock the Power of Training Needs Analysis in 5 Days!

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

This powerful 5-days Certified Training Needs Analysis (CTNA) 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 CBT in your organization

Bonus#1: Earn a valuable participation certificate to showcase your newfound L&D knowledge.

Bonus#2: Receive a FREE Ashton Competency Assessment (ABA, UK) worth RM180! This industry-recognized tool gives you a deeper understanding of your organization's skills landscape.



Learning objectives

Module 1: Introduction to TNA

- Explain what is TNA & its benefits
- List down the 3 Levels of TNA
- Explain the 7 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.

Limited seats available.

Register today and take the first step towards a thriving L&D strategy!

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

MODULE 1: INTRODUCTION TO TNA

- 1.Explain what is TNA & its benefits
- 2.List down the 3 Levels of TNA
- 3.Explain the Pros & Cons of Each Training Data Collection Methodology.

CONTENT OF MODULE 1: INTRODUCTION TO TNA

- 1.1 Definition of TNA
- 1.2 Benefits of TNA to Organization, Department & Individual Employees
- 1.3 The 3 Levels of TNA – Organizational, Operational & Individual
- 1.4 Deep Dive into each Level of TNA
- 1.5 Methodologies of TNA Data Gathering

MODULE 2: IMPLEMENTING TNA

- 1.Carry out the 7 steps of TNA
- 2.Prepare the 7 deliverables after a TNA Exercise

CONTENT OF MODULE 2: IMPLEMENTING TNA

- 2.1 The 7 Steps of TNA
- 2.2 The 7 Deliverables of TNA

MODULE 3: MEASURING TRAINING EFFECTIVENESS & ROI

- 1.Explain what is Competency Based Assessment
- 2.Utilise the Models of Training Effectiveness in Planning Training Effectiveness Monitoring
- 3.Gather & Study Data on Training Effectiveness
- 4.Calculating ROI & Presenting to Senior Stakeholders.

CONTENT OF MODULE 3: MEASURING TRAINING EFFECTIVENESS & ROI

- 3.1 Introduction to Competency-Based Assessment
- 3.2 Kirk Patrick Model of Training Effectiveness Assessment
- 3.3 Method of Gathering Training Effectiveness Data
- 3.4 Having the End in Mind- Revisiting Your Learning Outcomes
- 3.5 Process of Calculating ROI
- 3.6 Isolating the Effects of Other Factors in Calculating ROI.

