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## **CERTIFIED TRAINING NEEDS ASSESSOR**

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



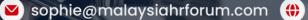
RM3,900

2025 | 9 am - 5 pm

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













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 industryrecognized 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
- The 7 Deliverables of TNA 2.2

#### **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.





