

Competency-Based TRAINING NEEDS ANALYSIS



INTRODUCTION

Training is about helping people learn so that they can do their jobs to the required standards. However, often training fails to address the real individual, occupational, departmental, or organisational needs. One of the major factors contributing to this situation is that training programmes are not based on business needs or mission critical needs. Training should be based on systematic assessment of current and future needs of organisations.

Our three-day workshop is designed to help training professionals :

- Collect and analyse relevant data
- Prepare and present TNA reports

DESIGNED FOR

This workshop is designed for those whose roles require them to conduct systematic training needs analysis, such as :

- Trainers
- HR professionals
- Line managers
- Instructional designers

COMPETENCIES ADDRESSED

Ability to identify organisation's training and development needs. Ability to identify individual learning needs

WORKSHOP OBJECTIVES

On completion of the workshop, participants will be able to :

- Describe what TNA is
- Use data collection methods and analysis techniques to gather information
- Interpret the information gained
- Report on the information gained by :
 - Preparing a training plan
 - Delivering a TNA report
 - Presenting the report to management

MODEL REFERENCE

- SMR's HRDPower TNA model
- SMR's PAGE framework

LEARNING APPROACH

Practical sessions where lectures are interspersed with hands-on exercises, case studies, role-plays, and videos. Software tools are used where required. Templates for TNA will be provided.

DURATION

3 Days

COURSE OUTLINE

Introduction

- Objectives and expectations
- Training essentials

Needs Analysis

- Purpose
- Key terms used : TNA/TNI, LNA, IATN
- Performance gaps
- Types of needs
- Levels of needs analysis
- Role of analyst

Data Collection : 4 Methods

- Interview
- Observation
- Survey
- Focus group

Analysis : 8 Techniques

- Pre-requisites
 - SWOT analysis
 - Task analysis
 - Competency analysis
- Optionals
 - Goal analysis
 - Performance analysis
 - Versatility charts
 - Document analysis
 - Fault analysis

TNA DELIVARABLES

- Preparing the TNA report
- Preparing the annual training plan
- Presenting the report to management

ACTION PLAN

- Getting started

ABOUT THE TRAINER

[Click here](#) for trainer's details

About The Trainer



Muhammad Rizal Md Zain MBA (AUS), B.Eng (UK), ATP, AEVP

Introduction

Rizal is a consultant with over fifteen years of experience. His work spanned over various positions and responsibilities in management including customer services, operations, maintenance, project planning and project construction.

Speaking Style

Rizal is a self-motivated and innovative consultant, trainer and facilitator. He engages his audience with his participative and learner supportive style.

Professional Experience

Rizal is a senior manager, SMR Technologies Sdn Bhd. He consults and runs training programmes. SMR is one of Asia's largest integrated Human Resources Development (HRD) consulting companies in Asia.

Rizal has worked in a blue chip company in various managerial positions. He was responsible for implementing HRD and Competency Management programmes company-wide.

Practice

Rizal's currently trains in the areas:

- Training Needs Analysis
- Competency Management
- Behavioral Based Interviews
- Train-The-Trainer

Education

- Master in Business Admin (International Management) with Royal Melbourne Institute of Technology (RMIT), Australia, 2007
- Bachelor of Engineering (Hons) in Electrical and Electronic Engineering, University of Brighton, UK, 1993
- National Diploma in Computer Aided Engineering, Brighton Technical College, 1990
- Accredited Training Professional (ATP) from Specialist Management Resources (SMR)
- Pursuing a professional accreditation by the Project Management Institute (PMI)

Personal

Rizal, a Malaysian lives in Kuala Lumpur, Malaysia.

More details

E-mail : rizal@smrhrgroup.com

Web : www.smrhrgroup.com

Registration Form

DETAILS OF PARTICIPANT

Name : _____
NRIC No. : _____
Position : _____
E-mail : _____
Tel : _____ Mobile No. : _____
Years of experience in current position : _____
Meal Option : Vegetarian Non-Vegetarian

NOMINATING OFFICER

Name : _____
E-mail : _____
Tel : _____
Job Title : _____
Signature : _____

INVOICE TO BE SENT TO

Name : _____
Position : _____
Company : _____
Address : _____
Tel : _____
Fax : _____

PROGRAMME FEE

1. **Competency-based Training Needs Analysis**
February 25 - 27, 2009 Fee : RM 2,995.00
Duration : 3 days

PAYMENT

- Cash
 SBL claimable For PSMB contributors
PSMB employer code number : _____
 I enclose a cheque for RM : _____
Made payable to : **SMR Learning & Development Sdn Bhd**
 Pay by Credit Card (Term and conditions applies)
Please contact : 603 - 2279 9199
 Bank Transfer : **Maybank Bhd, Bangsar Utama Branch KL**
A/C : 5142 - 5340 - 6092
Swift Code : MBBEMYKLXXX

TERMS & CONDITIONS

Programme fee must be paid in advance. Installment payments can be negotiated for participants not supported by their company.
HRDC contributors can claim SBL scheme. (Term and conditions applies)
Note: We will send you a confirmation note on receiving your registration form.

FOR DETAILS AND REGISTRATION

Contact : **SALES TEAM**
Telephone : 603 - 2279 9199
Fax : 603 - 2279 9099
E-mail : info@smrhrgroup.com

Post or fax your registration form, signed by your nominating officer to :



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