



18-19 July 2018

CERTIFIED TRAINING NEEDS ASSESSOR

Training and Development is crucially important to the success of an organisation at all levels. It can and should be a powerful, positive process that helps individuals, groups and the whole organisation. Yet Training Needs Analysis (TNA) can be construed as expensive, or misunderstood, and not planned in a wider context of change and growth. It is necessary to recognise the value of properly implemented TNA in order to provide appropriate, cost-effective training that develops and motivates staff.

It is undoubtedly important to have the right assessor to conduct the TNA, especially someone who knows to use the various tools TNA and propose the different method of training in accordance to the complete employee development.



**MEF ACADEMY SDN
BHD**

DATE:

18-19 July 2018

VENUE:

Grand Margherita Kuching

PRICE:

RM1,200 per pax

(SCCI member)

RM1,300 per pax

(non-SCCI member)

- ✓ (10% discount will be extended from the 3rd person onwards)



**Claimable
Under
Scheme
SBL**

MEF Academy Sdn Bhd
c/o Malaysian Employers
Federation

3A06 - 3A07 Block A
Pusat Dagangan Phileo
Damansara II
No. 15 Jalan 16/11 Off Jalan
Damansara
46350 Petaling Jaya, Selangor,
MALAYSIA

OBJECTIVES

- Understanding Competency Mapping in TNA
- Blending in the Competency Modal with Organization's Competency Framework
- Using graphs in finding TNA Gaps
- Drawing out a Training Plan

METHODOLOGY

- Case Studies
- Group Discussions

TARGET AUDIENCE

- Training Managers/ Executives,
- HR Staffs
- All individuals involved in training

DURATION

2 Days

CERTIFICATION

Certificate in Training Needs Assessor will be awarded by the MEF Academy and Swinburne University upon completion of all course requirements.

TOPICS COVERED

- 1. UNDERSTANDING THE SCOPE OF TRAINING & DEVELOPMENT**
 - Overview of Training function
 - Understanding HR planning process
- 2. INTRODUCTION TO COMPETENCY & COMPETENCY MAPPING**
 - Overview about Competencies
 - Developing Competency Model
- 3. INTRODUCTION TO TNA AND 3 LEVELS OF NEEDS ASSESSMENT**
 - Components of the Organization, Task and Person that needs to be analyzed
 - Identifying key areas and linking to specific analysis
- 4. TRAINING NEEDS ANALYSIS TECHNIQUES**
 - Looking at the various methods of compiling information
 - Plans on preparing the Questionnaire Approach in formal and non-formal interviews
- 5. EVALUATING DIFFERENT METHODS OF TRAINING**
 - Understanding different Training methods to the different levels within the organization
- 6. WRITING TNA REPORT AND PREPARING YOUR TRAINING PLAN**
 - Using graphs to collect results of the findings
 - To write an effective report pertaining to the overall hours and areas of focus
- 7. PREPARING THE TRAINING SCHEDULE**
 - Plotting in the topics
 - Allocating frequencies of Training
 - Criteria for selecting internal and external Trainers
 - Allocations of hours by quarterly



REGISTRATION FORM

PARTICIPANT 1	PARTICIPANT 2
NAME:	NAME:
COMPANY:	COMPANY:
JOB TITLE	JOB TITLE
TEL:	TEL:
EMAIL:	EMAIL:
PARTICIPANT 3	PARTICIPANT 4
NAME:	NAME:
COMPANY:	COMPANY:
JOB TITLE	JOB TITLE
TEL:	TEL:
EMAIL:	EMAIL:

PERSON IN CHARGE

Name: Designation:
 Company: Address:
 Tel:
 Email:

Attached is our cheque no. : _____
 payable to: **SWINBURNE SARAWAK SDN. BHD.**

Please fax or email all registration to

Dr. George Ngui
 Swinburne University of Technology, Sarawak Campus
 Fax: 082-260815
 Email: sutsshortcourses@swinburne.edu.my