

REGISTRATION FORM

Conducting Effective Training Needs Analysis

Monday - Tuesday * June 15 - 16, 2026 * FMM Institute Malacca

FMM Institute Malacca (475427-W)
D3-4, Plaza Jayamuda,
Jalan Pelanduk Putih, 75300 Melaka
TIN Number : C10626805080
SST Number : W10-1901-32000105

Please register the following participant(s) for the above programme:

1 Name _____ Designation _____

Nationality _____ IC No. _____

2 Name _____ Designation _____

Nationality _____ IC No. _____

(If space is insufficient please attach separate list)

Please Tick (✓) if your company

will be claiming under SBL-Khas Scheme

will not be claiming under SBL-Khas Scheme

vegetarian _____ pax

Enclosed cheque/bank draft No _____ for RM _____

being payment for _____ participant(s) made in favour of the

“FMM Institute”

Submitted by

Name _____

Designation _____

Company _____

Address _____

FMM Membership No. _____ PSMB MyCodeID No. _____

Telephone _____ Fax _____ Date _____

E-mail Address _____



Conducting Effective Training Needs Analysis

June 15 - 16, 2026

SBL-KHAS SCHEME



FMM Institute Malacca Branch

Centre for Professional Development

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Although the training needs assessment is essential for effective efforts, this important component of training and development is often ignored. An Effective analysis of training needs assess the needs of individuals and organisational objectives. This allows

the organisation's management to agree and implement coordinated, cost-effective and cohesive training programmes.

CONTENTS

Training And Development Basics

- TNA in the organizational context
- Training, Development and education
- Benefits of training and development
- Three Es of training and development
- The training system
- Components of a training system
- The training cycle and TNA

Training Needs Analysis

- Training needs analysis basics
- Why conduct training needs analysis?
- When to conduct a training needs analysis?
- Need for and effective TNA system
- Importance of and performance-based TNA

The Formal TNA Process

- The 6 step formal TNA model
- Applications of the formal TNA model

Three Levels Of Needs Assessment

- Three levels of assessments
- Organisational analysis
- Job / Task analysis
- Individual / person analysis
- Integration of the 3 level analysis
- Key competencies by employee levels

Training Needs Assessment Steps

- Step 1 : Performing GAP Analysis
- Step 2 : Identifying priorities and importance
- Step 3 : Identifying causes of performance problems / opportunities
- Step 4 : Identifying possible solutions and growth opportunities

Training Needs Assessment Techniques

- Observations and questionnaires
- Work samples and group discussions
- Observing records and reports
- key consultation / Focus Group
- Interviews
- TNA technique selection guidelines

Evaluating Training Programmes

- Why evaluate training programmes?
- Type and method of evaluation
- Criteria for measuring training success
- Assessing ROI of training

Analysing The Present Quality Procedure For Training

- Reviewing the current procedure
- Identifying the weaknesses in the current procedure
- Sharing some of the other multinational training effectiveness procedures
- Identifying the new needs for evaluation of training effectiveness
- Charting the future training procedure and forms

Understanding Work Based Competency Plan (WBCP) As A Basis For Measurement

- What is WBCP and the need for WBCP
- Elements and designing a WBCP
- An example of WBCP for a supervisory programme

Making Your Training Outcomes Visible

- The benefits
- Creating your data base
- Generating your reports
- Different ways of presenting the reports
- Presenting your report to the management team and summary of learning

Benefits

At the end of the programme, participants will be able to :

- Identify organisational issues currently influencing the company's training needs
- Identify the organisation's training needs through needs assessment which utilises a variety of data collection methodologies including surveys, focus groups and interviews
- Conduct an effective TNA to successfully identify suitable organisational, functional / technical, personal behavioural competencies and skills required to meet organisational vision
- Prepare strategic training plans for the organisation in order to improve competence and achieve more accurate results

Trainer

EN AHMAD FAUZI holds an MBA qualification from USM and a Bachelor's Degree in Applied Science from Curtin Univ (AUS). He bring with him over 23 years of experience in various functional areas in both local & multinational firms. His expertise spans the general areas of Supervisory / Executive and Management Development programmes in motivation, communication, leadership skills to more specific Project Management, Problem Solving Skills (8D), Corporate Management (Balance Score Card & KRAs), Good Manufacturing Practices (GMP) and awareness programmes such as Positive Work Attitude and Cost/Productivity/ Quality Awareness. Apart from the above, En Ahmad's client list covers some well known names including SONY, Panasonic, Sharp-Roxy, MODENAS, Silterra, Automotive Services Malaysia, KUB Textile, DnP Group, Petronas Fertilizer, MINDEF and Southern Steel.

He is now a full time trainer and consultant, beginning his career as a part-time lecturer at UITM Shah Alam. He also lectures in both Certificate and Diploma courses for USM & FMM. He has also represented his company at the National Level Productivity Convention and Presentations. His wide ranges of experience will participants attain a deeper understanding on the subjects he delivers.

Who Should Attend

Trainers, Managers, Executives, Human Resource Development Specialists and others who make decision about training an involved in analysing, designing and implementing organisational training plans

Administrative Details

Date : June 15 - 16, 2026 (Mon - Tues)

Time : 9.00am - 5.00pm

Venue : FMM Institute Malacca Branch
D3-4 Plaza Jayamuda
Jalan Pelanduk Putih
75300 Melaka

Fees (Inclusive of 8% SST) :

FMM Members **RM864** per participant

Others **RM972** per participant
(Fees include course materials, lunch and refreshments)

Registration forms must be completed and returned to FMM Institute Malacca Branch by **June 8, 2026**. No refund for cancellation within 2 working days, 50% refund for cancellation between 3 - 6 working days and full refund for cancellation 7 working days prior to the programme. CANCELLATION MUST BE IN WRITING TO FMM INSTITUTE MALACCA BRANCH. Replacements will be accepted at no additional cost. FMM Institute Malacca Branch reserves the right to cancel or reschedule the programme. All efforts will be taken to inform participants of any changes. **However, if the company failed to obtain grant approval or in the event there is no disbursement from HRDCORP under any circumstances to us, then the company will have to make full payment to FMM Institute Malacca Branch.**

For further enquiries, please contact:
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