



INSTITUTE NS PROGRAMME ON

TRAINING NEEDS ANALYSIS (TNA) AND TRAINING EVALUATION



**Date: 15-16 October, 2025
(Wed-Thurs)**

Time: 9.00 am—5.00 pm

Venue:

Royale Chulan
SEREMBAN

INTRODUCTION

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 matches these needs to organisational objectives. This allows the organisation's management to agree and implement coordinated, cost-effective and cohesive training programmes. Upon completion of the workshop, participants will be able to prepare, initiate and conduct a company-wide training needs analysis and evaluate its effectiveness for their respective companies.



OBJECTIVES

Upon completion of this workshop, participants will be able to:

- Identify organizational issues currently influencing the company's training needs
- Identify the organisation's training needs through needs assessment which utilizes 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
- Develop a master plan of recommendations for future training strategies based on the TNA findings
- Analyze the strength and weakness of the current training procedures
- Apply the various evaluation techniques at key stages of your training implementation plan
- Establish a process and evaluation procedure to manage the training effectiveness

COURSE CONTENTS

TRAINING & DEVELOPMENT BASICS

- TNA in the organisational 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 an 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
- Questionnaires
- Work samples
- Group discussions
- Observing records and reports
- Key consultation / Focus Group
- Interviews
- TNA technique selection guidelines



EVALUATING TRAINING PROGRAMMES

- Why evaluate training programmes?
- Types of evaluation
- Methods 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?
- The need for WBCP?
- Elements of WBCP?
- Designing a WBCP?
- An example of WBCP for a Supervisory Program
- Learning how to use the WBCP as a basis for measurement

MAKING YOUR TRAINING OUTCOMES VISIBLE

- The Benefits
- Creating your Data Base
- Generating your reports



**For enquiries, kindly contact:
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TRAINING NEEDS ANALYSIS (TNA) AND TRAINING EVALUATION

Date: 15-16 October, 2025 (Wed-Thurs)

Venue: 9.00am - 5.00pm

Venue: Royale Chulan Seremban

Registration & Payment

PARTICULARS	PARTICIPATION FEE	
	Member	Non-Member
Inclusive of SST at 8%	RM 1,080.00 / pax	RM 1,242.00 / pax
HRDCorp Registered Employer	Claimable under HRDCorp SBL-Khas Scheme • No payment to FMM Institute • Fee will be deducted from the employer's HRDCorp contributions. Fund must be sufficient • Full payment is to be made to FMM Institute in the event that no disbursement from HRDCorp under any circumstances.	
HRDCorp NON-Registered Employer	Cheque or online transfer made payable to FMM Institute	

- Registration is on a **first-come-first-serve basis**. Upon faxing/mailling the completed Registration Form to FMM, you are deemed to have read and accepted the terms and conditions. The program would also be deemed as confirmed unless informed otherwise.
- All registration together with the payment should be made **before the event date**. Certificate will only be issued upon full payment.
 - **Malayan Banking Berhad A/C No: 505176 510352**
 - **FMM INSTITUTE SST Registration No: W10-1901-32000105**
- For SBL-KHAS, **grant approval must be provided to FMM at least 3 days** before the event. An attendance of 100% is a must, otherwise employers will be billed in full.

Who Should Attend

Trainers, Managers, Executives, Human Resource Development Specialists and others who make decisions about training and involved in analyzing, designing, and implementing organisational training plans.

Trainer

Dr. Ahmad Fauzi is a full time trainer. He has worked in large multi-national organisations as well as local conglomerates for over 23 years. He graduated with a Ph.D from Universiti Putra Malaysia, an MBA from Universiti Sains Malaysia as well as a Bachelor's degree in Applied Science (Applied Chemistry) from Western Australia. He has worked in various functional areas from Sales, Human Resources, Training & Development, Business Development and Customer Management. While working for these Organisations, he has trained many staffs on topics such as Performance Appraisal, Supervisory/ Executive Development Programs, Motivation, Communications, Time Management, Leadership and Quality Awareness. Course participants have found his participative, interactive delivery and approach to instruction, very interesting and effective. This has been reflective in every end-of-course evaluation.

Replacement / Cancellation

- Must be made in writing with reasons to FMM Institute
- Full payment fee will be charged by FMM Institute for cancellation within 2 days prior to the programme.
- 50% payment charged for cancellation between 3-6 days.
- No payment charged for cancellation within 7 days prior to the programme.
- Participants who did **not turn-up will be charged full payment**.
- Replacement can be accepted at no additional cost. FMM reserves the right to cancel or reschedule the program.

 Closing Date
14 October, 2025

REGISTRATION FORM

FMM Institute Negeri Sembilan Branch Fax : 06-603 1628

Name	Designation	Email	I.C Number / Passport Number
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Payment:

 Full payment of RM _____ will be made via ☐ SBL-Khas ☐ Cheque ☐ Direct bank-in

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