



TRAINING NEEDS ANALYSIS AND TRAINING EVALUATION

July 13-14, 2026 (Monday-Tuesday)
8.45 am – 5.00 pm **FMM Institute, Perak**



"Is your training truly working? Or just keeping people busy?"

For mid-sized manufacturers in Malaysia, every training ringgit must count. This hands-on workshop equips HR, L&D, and Operations leaders with proven tools to identify the *right* training needs and evaluate results using the Kirkpatrick model and business metrics.

COURSE CONTENTS

DAY 1: TRAINING NEEDS ANALYSIS

Why TNA fails in manufacturing (Case studies: Lean training, safety compliance)

3-Level TNA Model

- Organisation: Business KPIs, waste, downtime
- Task: Job breakdown method
- Person: Skill matrix & gap analysis

Hands-on: Conducting a TNA (Using real scenarios – e.g., CNC operators, quality inspectors)

TNA Tools for Mid-size Factories

- Focus groups with supervisors
- Short observation checklists
- Digital survey templates

DAY 2: TRAINING EVALUATION

Kirkpatrick's 4 Levels – Manufacturing Context

- Level 1: Smilesheets that matter
- Level 2: Pre/post tests for technical skills

Level 3: Behaviour on the job

- 5-5-5 observation method
- Supervisor sign-off forms

Level 4: Results & ROI

- Linking training to OEE, defect rates, safety incidents
- Simple ROI calculator for SMEs

Case Study – Measuring a 5S or Problem-Solving Training (Group exercise)

Creating your Evaluation Dashboard (Excel template provided)

OBJECTIVES

By the end of this 2-day programme, participants will be able to:

1. **Conduct a systematic Training Needs Analysis (TNA)** using three levels – Organisational, Task, and Individual.
2. **Differentiate between "training problem" vs. "non-training problem"** (e.g., process, motivation, or resource issues).
3. **Design competency-based assessment tools** (surveys, interviews, observation checklists) tailored for shop-floor and office roles.
4. **Apply Kirkpatrick's 4 Levels of Evaluation** – from Reaction to Results – including how to calculate ROI for a manufacturing training programme.
5. **Build a simple TNA + Evaluation Dashboard** to present actionable insights to management.

WHO SHOULD ATTEND

- HR Managers / Executives
- Training Coordinators
- Production Supervisors / Line Leaders
- Quality or Continuous Improvement Managers
- Anyone responsible for upskilling operators or technicians

TRAINING METHODOLOGY

Lecture, group activities, exercises and presentation

Enquiries – please contact
Ms Vaani / Pn Eda / Ms Harvindar
☎ (05) 548 8660 📠 (05) 548 8221
✉ fmm_institute_perak@fmm.org.my

TRAINER

DR AHMAD FAUZI ABDUL WAHAB holds a Doctor of Philosophy in Family Economics and Management from UPM, an MBA from USM and a Bachelor Degree in Applied Science from Curtin University, Australia. In the past, he has conducted courses such as Management and Supervisory Development, Performance Appraisal, Project Management, Quality Awareness, Leadership & Team Building, Motivation, Communications, Time Management, KPI, Problem Solving Skills, Balanced Scorecard and Good Manufacturing Practices. His working experience includes being a Training Officer with Philips Audio Electronics, a Senior HR Officer with Philips Electronics Supplies, a HR Development Manager with Palmco Holdings and Unico Technology and a Program Manager with Soletron Technology.

DR FAUZI, a certified trainer registered with PSMB, is a regular speaker for University Malaya's Faculty of Education, School of Radiography (Hospital KL) and Jabatan Pembangunan Koperasi and has lectured at ITM Shah Alam's School of Arts & Design. During his employment with KODAK Malaysia, he has conducted the popular Audio Visual Workshop & Presentation Skills organized by KODAK for Trainers and Presenters. Since 1993 he has conducted courses for Body Fashion, Yamaha, Silitek, Southern Steel, Casuarina Beach Hotel, KOBE, Mitsuoka, Dai-ichi, AKN Industries, Isuta, MODENAS, MINDEF, MMI, Matsushita, Sharp-Roxy, Panasonic, Palmco, Sony, Yuasa Bateri, Singapore Air Security, Aicello Sanipak, Singapore Air Terminal Services (SATS) and many others.

COURSE DETAILS

Date **July 13-14, 2026 (Monday-Tuesday)**
Time **8.45am - 5.00pm**
Venue **FMM Institute Perak
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak**
Medium of Instruction **English**
CPD **14 hours**
Fees **Members RM1,134.00/pax**
 Non-Members RM1,296.00/pax
(Fees inclusive of Service Tax at 8%, Course Materials, Refreshment, Lunch and Certificate of Attendance)

ADMINISTRATIVE DETAILS

HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider: **FMM Institute Perak**
- MyCoID : **475427W_PERAK**
- HRD Corp Programme No: **Provided upon confirmation**

DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed** as **confirmed** unless informed otherwise.
- Will be based on First-Come-First served basis.

PAYMENT

- Cheques** made in favour of "FMM Institute" should be forwarded to FMM Institute Perak.
- For **HRD Corp Claimable Course**, an **Attendance of 100%** is a **must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**
- FMM Institute TIN No. **C10626805080**

CANCELLATION

Must be in Writing with Reasons ■ 7 days before the course – No payment charged ■ 3 – 6 days before the course - 50% payment charged ■ < 3 days before the course – Full payment charged ■ Participants who did not turn-up will be charged full payment ■ Replacements can be accepted at no additional cost

Register in Groups & Enjoy More Savings!

- 2-4 participants: 10% discount
- 5-7 participants: 15% discount
- 8-9 participants: 20% discount

~ Registration Form ~

TRAINING NEEDS ANALYSIS AND TRAINING EVALUATION

FMM Institute
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Fax: 05-5488221

Closing Date:
JUNE 22, 2026

Dear Sir / Madam, please register the following participant(s) for the above programme.

1.	Name		Designation	
	NRIC		HP No	
			Email	
2.	Name		Designation	
	NRIC		HP No	
			Email	
3.	Name		Designation	
	NRIC		HP No	
			Email	

(Please attach a separate list if space is insufficient)

We hereby confirmed that *(Please tick (✓) in appropriate box):-*

- We **will be claiming from HRD Corp** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances
- We will **NOT BE CLAIMING from HRD Corp**. Enclosed cheque/bank draft No _____ for RM _____ being payment for _____ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name:	Designation:		
Company:	Tel:	Fax:	
Address:			
Email:	FMM Membership No		