



# Conducting Training Needs Analysis (TNA) and Evaluating Training Effectiveness

## OBJECTIVES

- Identify the organisation's training needs through needs assessment
- Conduct an effective TNA to successfully identify suitable organisational, 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.

## COURSE CONTENT

- Training and Development Basics
- Training Needs Analysis (TNA) and Formal TNA Process
- Three Levels of Needs Assessment
- Training Needs Assessment Steps and Techniques
- Evaluating Training Programmes
- Analysing the Present Quality Procedure for Training
- Understanding Work-Based Competency Plan (WBCP) as a Basis of Measurement
- Making Your Training Outcomes Visible

## ADMINISTRATIVE DETAILS

Date : July 15-16, 2026

Time : 9.00am – 5.00pm

Venue : FMM Selangor & Kuala Lumpur Branch  
No 8A, Jalan Pensyarah U1/28, Hicom Glenmarie Industrial Park, 40150 Shah Alam, Selangor.

Fees : FMM Members – RM 1,350.00 per participant

Non-Members – RM 1,566.00 per participant

(inclusive of 8% service tax)

(Fees include course materials, Meals and Certificate of Attendance)

## TRAINER PROFILE

**Dr A Fauzi Wahab** is presently a freelance 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 UPM, an MBA from USM as well as 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 Accounts 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. He began his teaching career as a part-time lecturer at UiTM, Shah Alam. During his career with various manufacturing operations, he also trained technicians and engineers on Quality, Productivity and Problem Solving through Root Cause Analysis. He also trained staffs from various organisations including SHELL, PETRONAS, TELEKOM Malaysia, Bank Negara, DELL, Nestle, SONY, Matsushita, Honda, SIRIM, Samsung, Indah Water Konsortium (IWK), Bank Negara as well as the Securities Commission. 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.

## WHO SHOULD ATTEND

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

### **For further inquiries please contact :**

Siti Nazihah /Azrini

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azrini@fmm.org.my

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Get **10% DISCOUNT** if you send 3 or more participants for the same programme!



# REGISTRATION FORM

## Conducting Training Needs Analysis (TNA) and Evaluating Training Effectiveness

**July 15-16, 2026 (Wednesday - Thursday)**

**FMM SELANGOR & KUALA LUMPUR BRANCH**

FMM Institute Selangor (SST No: W10-1901-32000105 | (475427W\_SELANGOR)  
Email: siti\_nazihah@fmm.org.my/ azrini@fmm.org.my  
Tel: 03-5569 2950/4471/4171

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

1. Name	Designation	Email
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Nationality	IC/Passport No.
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2. Name	Designation	Email
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Nationality	IC / Passport No.
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(If space is insufficient, please attach a separate list)

### Disclaimer

Registration is on a first-come first-served basis. All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7 – 14 working days before the start of the programme is subject to a cancellation fee of 50% of the programme fees. Cancellation received 6 working days and below before the start of the programme is subject to a cancellation fee of 100% of the programme fees. If the participant fails to attend the programme or less than 75% attendance, the full programme fees are payable. However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to change the speaker, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes.

We hereby confirm that (Please tick accordingly):

- We will be claiming from HRD Corp and full payment would be made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances.
- We will NOT BE CLAIMING from HRD Corp. Payment will be made to account payee FMM Institute by cheque or bank transfer to Maybank Account No 5-62106-64719-2

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FMM Membership No. :	My Corporate Identity No.:
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