

MASTERY TRAINING NEED ANALYSIS (TNA) WORKSHOP

Date : 18th – 19th July 2016

Venue : Vistana Hotel, Kuala Lumpur

Workshop Description

A training delivery or plan without the proper training needs analysis (TNA) is like driving at the highway with no sense of direction. You could feel the move of the journey but at no guarantee arrival. Similarly, an organization invest heavily in training and development program may find itself not getting the desired business outcomes especially in the areas of human capital development if TNA is ignored. An effective TNA exercise shall enable the organization identify the current and future needs of training intervention at organizational, task and individual levels. It shall provide a clear guidance to HR or Training department to prioritize and execute the training intervention not merely based on the budget affordability but also in tandem with the talent management program. It is crucial to shift the old paradigm of TNA as paper or administrative exercise to a value bridging activity between the strategic management and talent management program of an organization.

This workshop will equip participants with the essential skills and knowledge to conduct a proper Training Needs Analysis (TNA), put up a recommended Training Needs Analysis (TNA) report and propose a Training Plan for management review and implementation subsequently.

Workshop Learning Objectives

- Define clearly what a Training Needs Analysis (TNA) is and its purpose
- Connect TNA with strategic management and talent management program
- Isolate training issues and non-training issues arising from performance problems or from internal and external source of triggers
- Use appropriate needs assessment methods to collect data for analysis
- Write a recommended Training Needs Analysis (TNA) report based on the findings to suit the needs of the organisation
- Propose a Training Plan for implementation
- Acquire useful tips for training plan implementation

Who Should Attend?

- HR and Training Managers and Executives
- Operations Managers
- Entrepreneurs and Small Medium Enterprises Business Owners

Workshop Chronology

0830	Registration
0900	Workshop Begin
1030 – 1045	Morning Break
1300 – 1400	Lunch
1530 – 1545	Afternoon Break
1700	End of Workshop

Chronology applies for Day 1 and Day 2.

Facilitated & Marketed by:

ATCENSM

This training is **PSMB claimable**
Subject to PSMB approval

Module Outline

Day 1

Module 1: Overview of TNA

- Big picture of Talent Management
- Overview of Training & Development
- KSA concept and its relationship with TNA
- Purpose and benefits of TNA

Module 2: Analysis Process

- Planning of TNA
- Sources of Triggering Factors for Training Needs Analysis
- Methods of Data Collections
- Stakeholders identification and engagement
- Overview of three levels of needs analysis assessment

Module 3: Organizational Analysis

- Strategic management review
- Macro analysis
- Tools and methodologies for organizational analysis
- Translate gaps or opportunities into capabilities requirement

Module 4: Task Analysis

- Critical tasks for analysis
- Mining data sources
- Identify gaps in management process
- Translate task related gaps into performance requirement

Day 2

Module 5: Individual Analysis

- Critical individuals or talent needs analysis
- Aligning individual needs with task, departmental and organizational expectation
- Identify gaps in KSA dimension
- Translate individual related gaps into competency requirement

Module 6: Prepare Training Plan

- Integrated data analysis
- Data presentation and recommendation
- Translate reporting needs into training plan document
- Communicate the results and plan

Module 7: Implement Training Programme

- Identify trainer resources
- Training methods review
- On-the-job training
- Off-the-job management training techniques

Program Facilitator

Simon Ng

Simon Ng is a Human Resource (HR) practitioner and enthusiast with more than 12 years of corporate experience in human resource management particularly talent management discipline. He attained both first class honours and University Book Prizes in Master of Business Administration (MBA) and Bachelor of Science, Human Resource Development from Open University of Malaysia and Universiti Teknologi Malaysia respectively. Additionally, he possesses an Executive MBA qualification from University of Melbourne, Australia.

Simon believes and acts on total organization development in a holistic perspective. Garnered by his hands-on experience and also the peer networking and collaboration works with world's renowned International HR consulting firms, he is eagerly to share his learning philosophy that human resource is part and parcel of business! It is this philosophy that motivates him to be an all-rounder practitioner with the certifications in Job Evaluation, Assessor for Assessment Centre, Six Sigma Methodology, Train the Trainer and ISO 9001:2000 Internal Quality Auditing.

Besides the specialised expertise in HR i.e. Strategic Workforce Planning, Recruitment, Training & Development, Compensation & Benefits, Performance Management, Succession Planning and Employee & Industrial Relations, he has also acquired the wide-range of industry knowledge to enable the seamless integration of HR value chain into organization's best practices in accordance with its culture and leadership. He has devoted his skills and experience in vast industries which include Electronics and Electrics (E&E), Fast Moving Consumer Goods (FMCG), Manufacturing, Oil & Gas and Higher Education.

The invaluable career exposure to all the Fortune 500 Companies that he had served with did sharpen both his leadership and functional competencies especially in the areas of cross cultural development and business acumen. Simon had also progressed and experienced multiple roles across business levels i.e. Group HR Centre of Excellence team, Regional HR office and end-market HR Business Partner roles. All these mobility moves have well equipped him to drive organizational effectiveness and business performance through his holistic yet practical HR experience and best practices. His notable achievement for the companies include leading group-wide change initiatives on leadership, performance management and business re-engineering, driving recruitment transformation programme, spearheading Productivity Improvement Program in collaboration with regional production centre and in-house trade union, establishing nation-wide Undergraduate Scholarship Program, securing Pioneer Status approval for company with RM2 billion taxation saving as well as attaining multiple prestigious HR awards for the companies.

Over the years, Simon has evolved himself from an employee mindset to an entrepreneur person. In January 2016, he set up Simon Ng Consultancy & Training PLT and provides business-led solutions in HR functions, leadership development and people management programmes. His competitive advantage strongly lies in his integrated HR value chain deliverables with balanced emphasis on data analytics and sensible application, which simply go beyond best practices! Despite the short stints in this new venture, Simon is of privilege to work with clients like Emart Group of Companies and Miracle Hair Expert.

A good HR philosophy which shall definitely add values to the business is of no boundary and imagination. Having served organization size ranges from 600 to 52,000 employees, Simon shall demonstrate to you how the science and art of Human Resource would link to the bottom-line of business in a sustainable and progressive way.

CLIENTELE

Companies that have attended ATCEN's public workshops

Advance International Freight Sdn Bhd
Affin Bank Berhad
Aims Data Centre Sdn Bhd
Airfoil Services Sdn Bhd
Ajinomoto (M) Bhd
Alcan Packaging Malaysia
Alcatel-Lucent Malaysia Sdn Bhd
Alliance Banking Group
Allianz Life Insurance Malaysia Berhad
ALSTOM Asia Pacific Sdn Bhd
Amanah Raya Berhad
AmBank (Malaysia) Berhad
AmG Insurance Bhd
AmLife Insurance Berhad
Amway (M) Sdn Bhd
Arachem Tech Training Centre
Autoliv Hirotako SRS Sdn Bhd
Automobiles Peugeot
AXA Affin General Insurance Bhd
Axon Solutions Sdn Bhd
Bank Islam Malaysia Bhd
Bank Muamalat
Bank Negara Malaysia
Bank Rakyat
Beaufour Ipsen International
BlueScope Steel (M) Sdn Bhd
BMW Malaysia Sdn Bhd
Boustead Petroleum Marketing Sdn Bhd
Business Information Technology
Byte Craft Sdn Bhd
Canon Marketing (M) Sdn Bhd
Celcom (M) Sdn Bhd
Central Forwarding Agency Sdn Bhd
Century Total Logistics Sdn Bhd
Chemopharm Sdn Bhd
CIMB Bank Berhad
CL Computers (M) Sdn Bhd
CMCM Perniagaan Sdn Bhd
CNI Enterprise (M) Sdn Bhd
Colgate-Palmolive (M) Sdn Bhd
Computer Systems Advisers (M) Berhad
Credit Guarantee Corporation (M) Bhd
CSC Malaysia
D G Kom Sdn Bhd
Dagang Net Technologies Sdn Bhd
Datacom South East Asia (M) Sdn Bhd
Datacraft Advanced Network Services Sdn Bhd
Dell Global Business Center Sdn Bhd
DHL Express (Malaysia) Sdn Bhd
Dialog Telekom Limited
Diethelm (M) Sdn Bhd
DiGi Telecommunications Sdn Bhd
Dumex (M) Sdn Bhd
East of Suez Holdings Sdn Bhd
ECM Libra Investment Bank Berhad
ECS Pericomp Sdn Bhd
Edaran Tan Chong Motor Sdn Bhd
e-Genting Sdn Bhd
Entellium Technologies Sdn Bhd
EON Bank Berhad
EPF Social Security Training Institute (ESSET)
EPIC-I Sdn Bhd
EPS Computer Systems Sdn Bhd
Ericsson Malaysia
Etiqa Insurance Bhd
Etiqa Takaful Bhd
Euratech (Malaysia) Sdn Bhd
Formis Software Dynamics Sdn Bhd
Fresenius Medical Care Malaysia Sdn Bhd
Frontline Technologies Malaysia Sdn Bhd
FSBM Mantissa (M) Sdn Bhd
Fuji Xerox Asia Pacific Pte. Ltd
Fujitsu (Malaysia) Sdn Bhd
Gagasan Carriers Sdn Bhd
Gapurna Technologies Sdn Bhd
Genting Information Knowledge Enterprise Sdn Bhd
Global Transit Communications Sdn Bhd
Group Associated (C&L) Sdn Bhd
Grundfos Pumps Sdn Bhd
Gucci (Malaysia) Sdn Bhd
Guinness Anchor Berhad
HeiTech Padu Bhd
Hewlett-Packard Sales (M) Sdn Bhd
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Honda Malaysia Sdn Bhd
ICI Paints (Malaysia) Sdn Bhd
IITC Global Technology Sdn Bhd
IMU Education Sdn Bhd
InfoConnect Sdn Bhd
ING Insurance Bhd
interTouch (Malaysia) Sdn Bhd
iPerintis Sdn Bhd
Islamic Banking and Finance Institute Malaysia Sdn Bhd
ISS Consulting (M) Sdn Bhd
IT-365 Malaysia Sdn Bhd
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Jabatan Pengangkutan Jalan
Jabatan Pentadbiran Latihan
Jebson & Jessen Communication Solutions (M) Sdn Bhd
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Kualiti Alam Sdn Bhd
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Malayan Banking Berhad
Malayan Cement Industries Sdn Bhd
Malaysia National Insurance Berhad
Malaysian Assurance Alliance Berhad
Maxfame Technologies Sdn Bhd
Mayban Fortis Holdings Berhad
Mayban General Assurance Berhad
MBF Cards (M) Sdn Bhd
McKinnon & Clarke Sdn Bhd
MEASAT Satellite Systems Sdn Bhd
Media Prima Berhad
MEPS (1997) Sdn Bhd
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Mexter MSC Sdn Bhd
Mid Valley City Sdn Bhd
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Modipalm Engineering Sdn Bhd
MOHR
Malaysian Life Reinsurance Group Bhd
Multimedia College
N2N Connect Berhad
NCH Corporation (M) Sdn Bhd
NEC Corporation of Malaysia Sdn Bhd
Netstar Advanced Systems Sdn Bhd
OCBC Bank (M) Bhd
OMD (M) Sdn Bhd
Optimal Chemicals (M) Sdn Bhd
Oracle Corporation (M) Sdn Bhd
P&O Global Technologies Sdn Bhd
PanGlobal Insurance Berhad
Paradigm Systems Berhad
Pembangunan Sumber Manusia Berhad
Perbadanan Bekalan Air Pulau Pinang
Permec Corporation Berhad
Pharmaniaga Logistics Sdn Bhd
Plus Expressways Berhad
Power Innovations Sdn Bhd
Premier Lubricants (M) Sdn Bhd
Prometric Technology Sdn Bhd
Proton Edar Sdn Bhd
Prudential Services Asia Sdn Bhd
Rangkaian Segar Sdn Bhd
REDtone Telecommunications Sdn Bhd
Rentwise Sdn Bhd
RHB Bank Berhad
Ricoh (Malaysia) Sdn Bhd
Rohas-Euco Industries Bhd
SAINS Sdn Bhd
Samsung Malaysia Electronics (M) Sdn Bhd
Sapura Research Sdn Bhd
Sarawak Information Systems Sdn Bhd
SCAN Associates Berhad
Scope International (M) Sdn Bhd
Shangri-La Hotels Marketing Sdn Bhd
Shell IT International Sdn Bhd
Shell Malaysia Trading Sdn Bhd
Signature Manufacturing Sdn Bhd
Skynet Worldwide (M) Sdn Bhd
SnT Global Services Sdn Bhd
Sony BMG Music Entertainment
Southern Bank Berhad
Standard Chartered Bank
Star Publications (Malaysia) Berhad
Sumiso (M) Sdn Bhd
Sun Media Corporation Sdn Bhd
Sunway Holdings Bhd
Sunway Pyramid Sdn Bhd
Suruhanjaya Syarikat Malaysia
Takaful Ikhlas Sdn Bhd
Taylor's College Sdn Bhd
Teknicast Sdn Bhd
Teknik Janakuasa Sdn Bhd
Teledirect Telecommerce Sdn Bhd
Telekom Sales & Services Sdn Bhd
Telekom Smart School Sdn Bhd
Telshine Sdn Bhd
Tenaga Nasional Berhad
The Media Shoppe Bhd
The Nielsen Company (Malaysia) Sdn Bhd
TIME dotCom Bhd
TM Asia Life (Malaysia) Berhad
Tokio Marine Insurans (M) Bhd
TT dotCom Sdn Bhd
Tyco Fire, Security & Services Sdn Bhd
UCB Pharma Asia Pacific Sdn Bhd
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**Kindly call 03-77282623 or
email to info@atcen.com
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