

[ HUMAN RESOURCE SERIES ]

# TRAINING NEEDS ANALYSIS



## COURSE OVERVIEW

TNA is usually required when any of the external 'driving' factors e.g. political, economic, social, technological, legal, environmental (PESTLE) causes change within the organisation, and in many ways, affect the behaviour and performance ability of people in the organisation. By conducting TNA, it can be ascertained whether the change will lead to training, or instead, other non-training activities like reviewing job descriptions or preparing a new handbook.

## COURSE OBJECTIVES

- Describe and ascertain the factors that cause change in their organisation which ultimately cause the need for TNA
- Identify and explain the key processes in TNA
- Link TNA to relevant training programmes to close performance gap
- Identify other interventions, apart from training, to close performance gap
- Describe the processes in training development, delivery and evaluation
- Describe key elements in competency management

## COURSE OUTLINE

- Module 1: Business and Sustainability
- Module 2: Business and People's Competence
- Module 3: Change and Competence
- Module 4: TNA – Overview and Process
- Module 5: TNA – Overview and Process
- Module 6: TNA – Interventions: Training-Based
- Module 7: TNA – Interventions: Non-Training-Based
- Module 8: TNA – The TNA Consultant

## TARGET AUDIENCE

Personnel in HR function,  
Executives, Assistant Managers  
and new HR Managers.  
This programme is also open for  
personnel in other functions.

## COMFORI SDN BHD

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