

[ HUMAN RESOURCE SERIES ]

# COMPETENCY MAPPING IN TRAINING NEEDS ANALYSIS



## COURSE OVERVIEW

A well-executed training needs analysis [TNA] will enable your organisation to align the skill sets currently available in your organisation with those skill sets required to meet your business objectives. If conducted appropriately, it helps to diagnose which areas that really need training and/or other means of intervention. The new ISO 9001:2000 has specifically stipulated the requirements of a competency-based training and development programme. This 2-day training and workshop course is designed for Human Resource staff, in particular HRD personnel, to conduct a TNA and to introduce or upgrade existing TNA approaches that involve a strategic framework to map up competencies in an organisation.

## COURSE OBJECTIVES

- Understand the structures of a TNA and a Competency Mapping exercise
- Prepare a Competency-based TNA for gathering and analysing training needs
- Select and apply a wide range of information gathering methods used in a TNA
- Use a structural framework to conduct a TNA and a Competency mapping
- Write reports on TNA outcomes

## COURSE OUTLINE

- Module 1: Training vs. Learning
- Module 2: Job Function Analysis and ADDIE Model
- Module 3: Training Design
- Module 4: Competency Mapping
- Module 5: TNA as a Mini Project
- Module 6: TNA – Process, Outcome and ISO Compliance
- Module 7: Is Training the Solution?

## TARGET AUDIENCE

Training and Development staff,  
Training departmental managers  
and executives, departmental heads  
involved in training needs identification,  
other staff with training responsibilities.

## COMFORI SDN BHD

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