

COMPETENCY MAPPING IN TRAINING NEEDS ANALYSIS



INTRODUCTION

A well-executed training needs analysis (TNA) will enable your organization to align the skill sets currently available in your organization with those skills 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 specially 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 organization.

OBJECTIVES

At the end of the workshop, participants will be able to:

- Understand the structure 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

WHO SHOULD ATTEND?

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

COURSE OUTLINE

- Introduction to Training vs. Learning
- Issues Relating to Job Function Analysis and ADDIE Model
- Issues Relating to Training Design

- Issues Relating to Competency Mapping
- Issues Relating to TNA as a Mini Project
- Issues Relating to TNA – Process, Outcome and ISO Compliance



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