

# Improving TNA Practices & Creating a Competency Matrix

AVAILABLE FOR OFFLINE & ONLINE

## OVERVIEW

This program focuses on sharpening the powerful elements/skills used in training needs assessment.

The introduction of a competency matrix could be a small change but this will have a large impact on the organization's HR policies and operational procedures. The development of the competency matrix, particularly in organizations that require compliance with regulatory standards, is an important step in performance focused management.

## OBJECTIVE

- Conduct a competency analysis
- To instil in participants the importance and the positive impact that an effective TNA will have on the organization as well as the individual
- To equip participants with the necessary tools to conduct an effective TNA
- Using effective questionnaires, to equip organization with a realistic needs analysis approach, by functions or by departments
- To establish and ensure that the TNA conducted proves to be an essential part of the systematic approach towards the organizational training and development growth



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