



CAMFEBA

INTERNATIONAL TRAINING PROGRAM

PEAK

PERFORMANCE

THROUGH

EFFECTIVE

TRAINING

NEEDS ANALYSIS

(TNA)



COURSE OBJECTIVE

At the end of this training program, all participants will be able to:

- Understand Competency Mapping in TNA
- Blend in the Competency Modal with Organization's Competency Framework
- Use graphs in finding TNA Gaps
- Draw out a Training Plan

Training Schedule

March 29-30,
2018

8:30 am – 5:00 pm



Venue: Hotel (TBC)

Language: English

Deadline

09 March 2018

TARGET AUDIENCE

This training program is specially designed for Trainers, Managers, Executives and anyone who make decisions about training and involved in analyzing, designing and implementing organizational development plan.

TRAINING FEE

- Direct Member: **USD 330 Nett/person**
- Member of GMAC, MBCC, CMA, IBC, ACRA, BBAC, EuroCham, AMCHAM, MAC: **USD 350 Nett/person**
Non-Member: **USD 370 Nett/person**
- Fee is inclusive of lunch and learning materials. Certificate of completion provided.



TRAINER PROFILE

Mr. Sri Vahlsan

Mr. Sri Vahlsan has more than 10 years of experience in the area of People Relations. Backed with years of working experience in the Hospitality and Education Industry has given him sound knowledge in Employee Relations especially in Customer Service, Interpersonal & Communication Skills, Employee Skills Development, Motivation, Product Knowledge Development and Competency/Behavioral Based Recruitment & Selection and other HR based Competency series.

His approach has always been the 'Easy Learning' method, where he focus on Team Learning methodology which is Friendly, Spontaneous and Lively. His experience in the Hospitality and Education Industries which he frequently shares with his participants has made learning much easier receiving commendations from most of his participants for his Training approach and good Interpersonal Relations.

He has also assisted organizations in carrying out their Training Needs Analysis while looking at specific approaches. He is a Licensed Practitioner of NLPTM (certified by The Society Of NLP, Certified Trainer in Management Training Program issued by (NICC) Japanese Business Federation and a Certified Trainer issued by Pembangunan Sumber Manusia Berhad(PSMB)

Academically he holds a Master In Management (specializing in Human Resource) Open University Malaysia (OUM) and Bachelor's Degree in Hospitality Management from Bournemouth University in UK.

COURSE CONTENT

1. UNDERSTANDING THE SCOPE OF TRAINING & DEVELOPMENT

- Overview of Training function
- Understanding HR planning process

2. INTRODUCTION TO COMPETENCY & COMPETENCY MAPPING

- Overview about Competencies
- Developing Competency Model

3. INTRODUCTION TO TNA AND 3 LEVELS OF NEEDS ASSESSMENT

- Components of the Organization, Task and Person that needs to be analyzed
- Identifying key areas and linking to specific analysis

4. TRAINING NEEDS ANALYSIS TECHNIQUES

- Looking at the various methods of compiling information
- Plans on preparing the Questionnaire Approach in formal and non-formal interviews

5. EVALUATING DIFFERENT METHODS OF TRAINING

- Understanding different Training methods to the different levels within the organization

6. WRITING TNA REPORT AND PREPARING YOUR TRAINING PLAN

- Using graphs to collect results of the findings
- To write an effective report pertaining to the overall hours and areas of focus

7. WRITING TNA REPORT AND PREPARING YOUR TRAINING PLAN

- Plotting in the topics
- Allocating frequencies of Training
- Criteria for selecting internal and external Trainers
- Allocations of hours by quarterly

COURSE OVERVIEW

Training and Development is crucially important to the success of an organisation at all levels. It can and should be a powerful, positive process that helps individuals, groups and the whole organisation. Yet Training Needs Analysis (TNA) can be construed as expensive, or misunderstood, and not planned in a wider context of change and growth. It is necessary to recognise the value of properly implemented TNA in order to provide appropriate, cost-effective training that develops and motivates staff.

Please contact

For further information and registration

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 **www.camfeba.com**