OUTSOURCING TRAINING & CONSULTING
OTC Training Centre Sdn Bhd

HRD awards 2022
TRAINING PROVIDER

TRAINING NEED ANALYSIS

14 hours ZOOM & PHYSICAL

HYBRID TRAINING
15 & 16 April 2026 (Wed&Thu)

Remote Online Training (Zoom) &
Dorsett Grand Subang Hotel, Selangor (Physical)
** Choose either Zoom OR Physical Session

INTRODUCTION :

Training Needs Analysis (TNA) is the process of identifying the gap between employee training and needs of training. Training needs analysis is the first stage in the training process and involves a procedure to determine whether training will indeed address the problem which has been identified. Training can be described as "the acquisition of skills, concepts or attitudes that result in improved performance within the job environment".

Training needs analysis looks at each aspect of an operational domain so that the initial skills, concepts and attitudes of the human elements of a system can be effectively identified and appropriate training can be specified.

Training needs analysis is most often used as part of the system development process. Due to the close tie between the design of the system and the training required, in most cases it runs alongside the development to capture the training requirements.

WHO SHOULD ATTEND :

– HR employees who handle TNA Activities

PROGRAM OBJECTIVE :

By the end of this course, participants will be able to identify, and analyse training needs and make decisions required for skills development at the organizational, divisional and individual levels.

LEARNING OUTCOME :

By the end of this course participants will be able to:
– Discuss the value of TNA to the individual, division and organization
– Apply the strategies for determining training needs
– Recommend suitable development intervention to address performance gaps
– Link training needs to the design and development of training courses and program

METHODOLOGY :

– A combination of lectures, small-group discussions

Session 1: Introduction (3.5 hours)
– What is a Training Needs Analysis
– Component of Training Needs Analysis
– Type of Needs Analysis

Learning Activities:
⇒ *Identify current situation*
⇒ *Prepare Training Needs Analysis Project Plan*

Session 2: Building Effective Training Program (3.5 hours)
– Perform a Need Analysis
– Define the Learning Objective
– Design Suitable Training Intervention

Learning Activities:
⇒ *Performing Needs Analysis*
⇒ *Identifying Suitable Training Invention*

Session 3: Formative and Summative Evaluation (3.5 hours)
– Formative and Summative Evaluation
– Kirkpatrick/Phillip Evaluation Model
– Measure the Change

Learning Activities:
⇒ *Identifying assessment tools for Training Evaluation Level 1-4*

Session 4: Communicating Needs Analysis Results (3.5 hours)
– Document the Needs Analysis Process and Outcomes
– Prepare Projected Costs, Benefits and ROI
– Develop Training *Plan*

Learning Activities:
⇒ *Prepare Training ROI*
⇒ *Develop Training Plan*

End of Training