

PUBLIC WORKSHOP

TRAINING NEEDS ANALYSIS & WORKFORCE CAPABILITY

Duration : 2 Days

Start a conversation
with our AI Assistant 🤖



Contact us

info@atcen.com

+603-7728 2623

+6018-233 0760



www.atcen.edu4u.today

Workshop Description

A training needs analysis is crucial for any training development program because it highlights gaps in training and skills among your workforce. Using these insights, HR and Training practitioners can recommend cost-effective training solutions to bridge these gaps and enhance employee performance to optimal levels.

Workshop Learning Objectives

Participants will learn to:

- Understand the Training Needs Analysis (TNA) framework
- Apply appropriate methodologies to identify training needs
- Design effective training and development plans
- Develop training programs using the ADDIE model
- Evaluate training effectiveness using the Kirkpatrick Model
- Enhance workforce capability through continuous learning strategies

Workshop Learning Outcomes

By the end of this training, participants will be able to:

- Know the Training Needs Analysis Process
- Use the appropriate methodology to determine training needs
- Develop a training plan for the organization and individuals
- Design and development of training courses and programs using ADDIE
- Evaluate the training effectiveness using the Kirkpatrick Model

Who Should Attend

- HR Professional
- Head of Department



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Workshop Outline / Agenda

Day 1

9:00 AM – 1:00 PM

Module 1: Foundations and Analysis

- Introduction to Training Needs Analysis
- The value of Training Needs Analysis
- Overview of ADDIE Model

Module 2: Competency-Based Approach

- Defining competency and its components
- Mapping proficiency levels
- Aligning competency with organizational strategy

2:00 PM – 5:00 PM

Module 3: Training Needs Analysis Execution Framework

- Define organization goals
- Define relevant job behaviours
- Define required knowledge and skills
- Develop training

Day 2

9:00 AM – 1:00 PM

Module 4: Data Collection for TNA and Evaluation

- Observation checklist
- Structured interviews
- Surveys & questionnaires
- Focus group discussion
- Document Review

2:00 PM – 5:00 PM

Module 5: Evaluation Training Impact – Kirkpatrick Model

- Level 1: Reaction
- Level 2: Learning
- Level 3: Behaviour
- Level 4: Result

Module 5: From Needs to Action

- Synthesizing TNA findings
- Developing a Strategic Training Plan
- Drafting Employee Personal Development Plan
- Creating coaching and mentoring structure

Workshop Chronology

0830 Registration
0900 Workshop Begin
1030 – 1045 Morning Break
1300 – 1400 Lunch
1530 – 1545 Afternoon Break
1700 End of Workshop
Chronology applies for Day 1 & Day 2

TRAINING METHODOLOGY

The training methodology will be based on the **ATCEN PEAK** methodology.

This includes:

- Pre learning
- Post learning
- Group activities
- Exercises
- Discussions
- Presentations
- Lots of reflection and sharing

Shafinah Che Ariff is a highly experienced Talent Management Specialist with over 20 years of experience in learning and development. She holds a Master's degree in Business Administration, a Bachelor's Degree in Human Resources Management, and a Diploma in Hotel and Catering Management. Additionally, she is certified in several fields, including DiSC and everything DiSC, Situational Leadership, Coaching, and Mentoring. She is also a certified Master Practitioner in NLP and LAB Profile.



Shafinah has extensive experience working with clients across various industries, including Automotive, Banking, oil and gas, Petrochemical, Manufacturing, Sanitation, Education, Transportation, GLCs, GLIC, Property Development, Retail, and Construction. Her expertise encompasses change leadership, change management, talent assessments, talent management, succession planning and management, performance management, leadership development, human resources, and industrial relations. She has facilitated training sessions at different organizational levels, both locally and globally.

As a Talent Management Specialist, Shafinah is passionate about empowering employees to reach their full potential and drive organizational success through continuous learning and development

strategies. She collaborates closely with business leaders to identify skill gaps, design solutions to address them, and measure the impact of implemented learning programs. Shafinah's expertise helps organizations enhance employee retention, engagement, and overall performance.

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Celcom	Intel Malaysia	Penang Port	Toyota Tsusho
Cement Industries of Malaysia (CIMA)	International Medical University	Penang Skills Development Center (PSDC)	ToyoTire
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CIMB Bank	Johnson Controls	PHHP Marketing	UOA Group
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please contact:

03-7728 2623 or
e-mail to:
info@atcen.com

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