

#Public Training/workshop#

TRAINING NEED ANALYSIS

(Identify Your Organization Training Needs)

"The Art Of Lifelong Learning"



OBJECTIVES

- ◆ What is Training Needs?
- ◆ What are the methods in collecting data?
- ◆ How to analysis the data/information?
- ◆ How to interpret and report the data/information.
- ◆ How to prepare a training plan.
- ◆ How to deliver a TNA report that has a more than 95% chance to succeed.
- ◆ How to present the report to management

COMPETENCY ADDRESSED

Ability to identify:

- ◆ Organization's training and development needs.
- ◆ Individual learning needs.

METHODOLOGY

- ◆ Practical sessions using presentation with hands-on exercises, case studies, and role-plays will be used to teach participants to grasp the TNA concept.
- ◆ Templates for TNA Reporting will be recommended at the end of the course.

Program Schedule :

Registration	: 8.30am
Morning session	: 9.00am - 10.30am
Morning Tea	: 10.30am - 10.45am
Lunch	: 1.00pm - 2.00pm
Afternoon session	: 2.00pm - 3.30pm
Afternoon Tea	: 3.30pm - 3.45pm

Date :

9-10 Nov 2016

Venue :

Monterez Golf Club

Duration :

2 Days

Medium :

English & Bahasa Malaysia



WHO WILL BENEFIT

HR & Training Managers, Coordinators, Administrators & Executives, Dept Managers, Line Managers, and for all staff who have to deal with any aspects of training administration

Call Us Now !



Google Partner



www.asl-solutions.com | icare@asl-solutions.com | TEL : 603 - 55420023 | FAX : 603 - 55480024

Course Content

Day 1 & 2 , participant will Learn

Introduction -

Qualitative Methods for TNA Evaluation

- What is Training Needs?
- What to look out for when TNA is being developed?
- Objectives of TNA
- Limitations of TNA
- ◆ Steps to Effective TNA

Needs Analysis

- Define Needs Analysis
- What is Training Needs Analysis?
- Types of needs – Understanding Competency - Deficiency versus Opportunity
- Identifying these needs
 - 1.Data and Information collection methods
- ◆ Summary on Identifying TNA

Techniques to Carry out Analysis

- Specific Job/Situational Analysis
 1. Gap/Failure - FMEA
 2. Cost-Benefit
 3. SWOT
 4. Competency/Task/Job Analysis
- ◆ General Overview Analysis
 1. Goal/ Performance
 2. Document Simplicity

TNA Reporting Techniques

- Steps in preparing TNA Report
 1. Rationale/Purpose/Reason
 2. Competency
 3. Core Competency
 4. Suggested Title
 5. E/L time to run program
 6. Requested by
 - ~What Issue? à Risk/Failure?
 - ~Priority

Final Submission to Management



Call Us Now !



Google
Partner



www.asl-solutions.com | training@asl-solutions.com | TEL : 603 - 55420023 | FAX : 603 - 55480024

Trainer Profile's

JOSEPH CLARENCE a/I EMMANUEL MICHAEL B.Eng (Hons), M.Eng, CAE

He is a Technical Training Trainer cum Consultant with a leading Management Training and Consultancy provider in Malaysia. He has attained a Bachelors in Engineering with honors from the Queens University of Belfast, United Kingdom and Masters in Engineering majoring in Failure Assessment & Analysis (Man, Machine, Measurements, Methods, Material & Safety) from the University of Malaya, Malaysia.

Joseph has had a long career in Training & Development and has:-

- ◆ provided technical training for personnel from of approximately 20 multi-national and 500 local companies.
- ◆ trained and developed programs for an entire workforce of 3000 people consisting management, executives and operations.

Joseph is also a professional (PSMB TTT C/N: 0044) technical training consultant and specializes in Developing Training Need Analysis for Technical & Non Technical Personnel, Problem Solving, Waste Reduction & Decision Making in Inventory, Purchasing and Stores Management, Developing Improvement and Value Added Solutions, Development & Managing Technical People, Train The Trainer for OJT purposes, TQM, TPM, TAM, Product & Performance Measurement Assessment and Management Development Program (Stress, Time, Change & Operation Mgt).

Joseph Clarence works include:

- ◆ the systematic pursuit of a desired condition by utilizing human capacity in a concerted way,
- ◆ 15 years in various capacities supporting the automotive, aerospace and healthcare industries, holding such positions as Head of Department and Management Consultant,
- ◆ assisting companies gain registration to ISO 9001, TS-16949, AS9100, ISO 13485, and Nadcap and
- ◆ helping organizations develop and implement Lean Six-Sigma tools and techniques, including Value Stream Mapping, 5S, KanBan, Kaizen and Total Productive Maintenance.

With a passion to train and build a professionally firm platform for technologists and executives, Joseph has various innovative courses specially designed in English and Bahasa Malaysia to meet industrial goals.

[Join ASL Resources Training & Consultancy Public Program Now](#)

PUBLIC TRAINING CALENDER Jan - Mar 2016

Month	Program	Date	Place	Promotion - Early Reg
JAN	Product Brand Management	6-7 Jan	Ambassador Hotel Suite , Lanson Place	Discount 20% Before - 29 December 2015
	Air-Conditioning And Refrigeration System Operation & Trouble Shooting	13-14 Jan	Monterez Golf Club	Discount 20% Before - 4 January 2016
	Post GST	18-19 Jan	Monterez Golf Club	Discount 20% Before - 6 January 2016
	EQ & Stress Management	20-21 Jan	Ambassador Hotel Suite , Lanson Place	Discount 20% Before - 8 January 2016
	Quality Performance Indicator for Accounting Personnel	27-28 Jan	Ambassador Hotel Suite , Lanson Place	Discount 20% Before - 18 January 2016
Please call us NOW if you are entitle for special promotion +603-5542 0023 (Hunting Line)				
Feb	Budgeting and Planning	3-4 Feb	Monterez Golf Club	Discount 20% Before - 22 January 2016
	The Science & Art Of Coaching For Managers	15-16 Feb	Ambassador Hotel Suite , Lanson Place	Discount 20% Before - 5 February 2016
	Finance For Non Finance	17-18 Feb	Monterez Golf Club	Discount 20% Before - 5 February 2016
	Effective Communication Skill	22-23 Feb	Ambassador Hotel Suite , Lanson Place	Discount 20% Before - 10 February 2016
	Effective Domestic Inquiry Skills	24-25 Feb	Ambassador Hotel Suite , Lanson Place	Discount 20% Before - 12 February 2016
Please call us NOW if you are entitle for special promotion +603-5542 0023 (Hunting Line)				
Mar	Higher Productivity & Effective Supervisory Skill	2-3 Mar	Ambassador Hotel Suite , Lanson Place	Discount 20% Before - 19 February 2016
	Design Of Experiment (DOE) For Quality Improvement	7-8 Mar	Monterez Golf Club	Discount 20% Before - 26 February 2016
	Microsoft Access	16-17 Mar	Ambassador Hotel Suite , Lanson Place	Discount 20% Before - 4 March 2016
	Writing Good Business Documents and Reports	21-22 Mar	Monterez Golf Club	Discount 20% Before - 11 March 2016
	Lean Six-Sigma	28-29 Mar	Monterez Golf Club	Discount 20% Before - 18 March 2016

HRDF Claimable

Please call us NOW if you are entitle for special promotion +603-5542 0023 (Hunting Line)

[Visit Our Web for Public Training Department NOW !](#)

Call Us Now !



www.asl-solutions.com | icare@asl-solutions.com | TEL : 603 - 55420023 | FAX : 603 - 55480024

Registration Form

TRAINING NEED ANALYSIS

(Identify Your Organization Training Needs)

DATE: 9-10 Nov 2016. **VENUE:** Monterez Golf Club

PLEASE COMPLETE THIS FORM AND EMAIL

amirul@publicworkshop.com or FAX : +603 - 55480024

PARTICIPATION FOR TWO DAYS WORKSHOP FEE :

RM 1860.00

**3 PROMO AWAITS YOU!!
WANT TO KNOW MORE ?
CALL US NOW!!!**

PARTICIPANT'S NAME :

Name : _____

Position: _____ Dept: _____

DL : _____ HP: _____

Email: _____

Name : _____

Position: _____ Dept: _____

DL : _____ HP: _____

Email: _____

Name : _____

Position: _____ Dept: _____

DL : _____ HP: _____

Email: _____

Company Name: _____

Address _____

City: _____ Postcode: _____

Tel : _____ Fax: _____

Authorization (Signatory must be authorized on behalf of the company)

Name: _____

Position: _____ Department : _____

DL: _____ Email : _____

Signature: _____ Date: _____

This booking is invalid without a signature & company stamp.

TERMS & CONDITIONS:

1. Workshop Fee is not inclusive of accommodation and transportation

2. Fees are inclusive of program materials and refreshments.

3. Payment Terms - Following completion and return of the registration form, full payment is required within Ten (10) working days upon the issuance of invoice or a letter of undertaking(LOU). Payment or LOU must be received prior to the conference/ training date. A receipt will be issued on payment. Due to limited conference/ training seats, we advise early registration to avoid disappointment.

4. **CLIENT'S CANCELLATION/SUBSTITUTION** Client's cancellation must be received in writing by MAIL or FAX two (2) weeks prior to the event in . All bookings carry a 50% cancellation liability should the notice given is less than two(2) weeks. and 100% cancellation liability 4-days prior to the event Non-payment or non-attendance does not constitute cancellation.

(However, complete set of documentation will be sent to you. Substitutions are welcomed at any time. All cancellations of registration must be made in writing)

5. If, for any unexpected circumstances or reasons that ASL Group decides to postpone this event, the client hereby indemnifies and holds ASL Group harmless from any cost incurred in by the client. The event fee's will be refunded,

ASL Group reserves the right to change the content without notice.

6. Copyright etc. - All Intellectual Property rights in all materials produced or distributed by group in connection with this event is expressly reserved and any unauthorized duplication, publication or distribution is strictly prohibited.

7. Important note: In the event that if ASL Group permanently cancels the event for any reason whatsoever, (Including, but not limited to any force majeure occurrence) and provided that the event is not postponed to a later date nor is merged with another event, the client shall receive a refund for the amount that the Client has paid to such permanently cancelled event.

8. All Payment should Be Made to :

ASL Training & Consultancy Sdn Bhd.

COMPANY STAMP

Call Us Now !



Google Partner



www.asl-solutions.com | icare@asl-solutions.com | TEL : 603 - 55420023 | FAX : 603 - 55480024