



University of  
Nottingham

UK | CHINA | MALAYSIA

# Training needs analysis

24-25 April 2019

Pullman Kuala Lumpur City Centre  
Hotel and Residences



# Training needs analysis

Training and development activities are pivotal for the effective performance management of employees. The primary purpose of conducting training is to assist people to be more effective in their jobs. However, many times it fails to address the specific needs of an organisation, department or staff. The implementation of training and development activities should be based on the critical needs of an organisation. Therefore, Training Needs Analysis (TNA) is an important step in assessing the current and future requirements of an organisation. It should identify the KSAO (Knowledge, Skills, Abilities, Other Characteristics) deficits, determine who requires training and development programmes, as well as the type of training programmes required.

This is a two-day programme for executives and managers with the responsibility of identifying and developing training needs as part of the organisation's overall staff skill development plans.

The primary focus of this course is to provide you with practical knowledge and skills in analysing the training needs for the staff. The techniques and methods used in developing a Training Needs Analysis enables you to plan and channel resources towards the designing of an effective staff training development and work improvement plan.

## Upon completion of the programme, you should be able to:

- Perform organisation analysis in relation to performance
- Identify discrepancies or gaps between employees' skills and the skills required for effective job performance
- Predict future skills required for successful job performance
- Identify specific training programmes and activities in relation to identified gaps
- Write a TNA report and present it to management

## Programme leaders



**Mr Mathew Abraham** had been working in the corporate sector, primarily in logistics services, for eight years in the Human Resource field, handling functions ranging from Recruitment & Selection, Training & Development, Performance Appraisal & Compensation and Industrial Relations matters. He has conducted numerous in-house training for staff on soft-skills as part of training

and developmental activities. He later moved on to the education sector and began teaching modules on HRM and Management both at undergraduate and postgraduate levels.

Beyond teaching, his current role is as the Director of MSc Programmes and he was also previously the Faculty Manager of the Faculty of Arts and Social Sciences. Mr Abraham has a bachelor's degree in Management from University Sains Malaysia, and a master's degree in HRM and Industrial Relations (IR) from the University of Newcastle, Australia. He has also completed a Professional Post-Graduate Diploma in HRM from the Malaysian Institute of Human Resource Management. In addition, he holds a Postgraduate Certificate in Higher Education and is a Fellow of the HEA UK. His current research focus is on talent practices in SMEs. Mr Mathew Abraham is a Malaysian Human Resource Development Fund (HRDF) Certified Trainer (TTT/7175).



**Ms Vanitha Ponnusamy** is an Assistant Professor of Organisational Management at Nottingham University Business School Malaysia. She has a degree in Anthropology and Sociology and a Masters in Human Resource Management. She has been teaching and training on topics related to Sociology, Organisational Behaviour and Human Resource Management for the past 19 years. She is also the Campus Senior Tutor who manages peer mentoring to improve students teaching and learning experiences. Currently she is pursuing her PhD in Sustainability, particularly in looking at responsible business decisions. In addition, she is also engaged in cross disciplinary research on the social dimension of human-elephant conflict. She is a Malaysian Human Resource Development Fund (HRDF) Certified Trainer (TTT/7180).

## Further information

To find out more about this programme, please contact Nottingham University Business School (NUBS) Malaysia Executive Education or visit our website

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nottingham.edu.my/Business/ExecutiveEducation

## Programme outline

Time	Day 1	by	Time	Day 2	by
8.30am	Registration	All	8.30am	Registration	All
9am	Introduction & workshop aims <ul style="list-style-type: none"> <li>Training vs Learning</li> <li>Nature of learning – behaviourist, cognitive, social learning</li> </ul>	Mathew/ Vanitha	9am	The ADDIE model <ul style="list-style-type: none"> <li>Review of the model</li> <li>Applying the model for training</li> </ul>	Mathew/ Vanitha
9.30am	Practical characteristics of learning and development <ul style="list-style-type: none"> <li>The learning cycle – Kolb; Honey &amp; Mumford</li> <li>Identify learning and training needs</li> <li>Behavioural competencies</li> <li>Activity</li> </ul>	Mathew/ Vanitha			
10.45am	Coffee break		10.30am	Coffee break	
11am	Analyse, evaluate and determine training needs <ul style="list-style-type: none"> <li>Data collection methods</li> <li>Gaps analysis</li> <li>Activity</li> </ul>	Mathew/ Vanitha	10.45am	The Kirkpatrick model <ul style="list-style-type: none"> <li>Description of the model</li> <li>Evaluation of training using the Kirkpatrick model</li> <li>Activity</li> </ul>	Mathew/ Vanitha
1pm	Lunch		1pm	Lunch	
2pm	Instruments for TNA <ul style="list-style-type: none"> <li>Organisation analysis</li> <li>Department analysis</li> </ul>	Mathew/ Vanitha	2pm	Developing a TNA action plan <ul style="list-style-type: none"> <li>Reviewing a training needs circumstance</li> <li>Writing a structured TNA plan</li> </ul>	
3.30pm	Tea break		3.30pm	Coffee break	
3.45pm	Instruments for TNA <ul style="list-style-type: none"> <li>Job analysis</li> <li>Person analysis</li> <li>Activity</li> </ul>	Mathew/ Vanitha	4pm	Presentation of TNA Action Plan <ul style="list-style-type: none"> <li>Participants to present their TNA action plan</li> <li>Review of TNA plans</li> </ul>	
4.30pm	Practice and sharing				
5.30pm	Key take away points	Mathew/ Vanitha	5.30pm	Key take away points	Mathew/ Vanitha
				Reflection on programme objectives and outlines	
	End of day one			End of training session	



# Programme registration form 2019

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### Fee

Early bird price: RM2,500/person

Normal price: RM2,600/person

Group of three and above: RM2,200/person (for more than three delegates attending from the same company/institution)

The programme fee covers tuition, case materials, and tea breaks.

### Registration and payment

The registration form must be fully completed and signed and must be received by Nottingham University Business School before **29 March 2019** together with your payment.

A/C Name: The University of Nottingham in Malaysia Sdn Bhd  
Bank: HSBC Bank (M) Bhd  
Bank Address: KL Main Office, 2 Lebu Ampang, 50100 Kuala Lumpur  
Branch: Kuala Lumpur  
Swift Code: HBMBMYKL  
Account No.: 301-879391-101

Please send the registration form together with payment details to:

Nottingham University Business School  
University of Nottingham Malaysia  
Jalan Broga, 43500 Semenyih, Selangor, Malaysia

### Human Resources Development Fund (HRDF) claims

- The course fees may be claimed under Skim Bantuan Latihan (SBL) of HRDF subject to terms and conditions.
- Organisations wishing to claim HRDF can submit this brochure to HRDF for approval. The brochure contains the necessary information for HRDF to process.

### Terms and conditions

If the designated participant cannot attend the workshop, a substitute attendee is permitted. However if a confirmed participant or substitute attendee does not attend the workshop, the fee is still liable in full.

Changes in the workshop date, venue, time, trainers and fees can occur from time to time and the organiser reserves the right to reschedule/cancel the workshop and/or amend any information in this brochure. In any circumstances, the organiser's liability is limited only to the refund of paid registration fee.

### Certificate of completion

Upon completion of the programme you will receive a Certificate of Completion from the University of Nottingham Malaysia.

The University of Nottingham in Malaysia Sdn Bhd  
is a HRDF Certified Training Provider.



The University of Nottingham has made every effort to ensure that the information in this leaflet was accurate when published. Please note, however, that the nature of the content means that it is subject to change from time to time, and you should therefore consider the information to be guiding rather than definitive.

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# General information

Programme name

Full name

Name you want to be referred to

Male/female

IC number (passport for non-Malaysians)

Nationality

Date of birth (day/month/year)

Position in organisation

Department in organisation

Name of organisation

Address of organisation

Work telephone number

Mobile telephone number (personal)

Email (office)

Email (personal)

# Objectives

What do you hope to gain from this programme?

## Work experience

Please list your job roles starting with your current position. If all positions are in the same company, please give the major promotional sequence.

Name of organisation	Last position	From (year)	To (year)

## Education

Please list highest qualifications obtained.

Name of institution	Qualification	Year obtained

## Administration

Do you require a vegetarian diet?  Yes  No

How did you learn about this programme?  Website  Email notification  Other (please specify)

I confirm that all the information provided in this application is accurate:

Signature of applicant

Date (day/year/month)