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# COMPETENCY BASED TRAINING NEEDS ANALYSIS (TNA)

29-30 Sep 2025 | 9.00AM - 5.00PM | MEFA Training Center, PJ

## Objectives

(The Competency-Based Training Needs Analysis course provides participants with the knowledge and skills to conduct thorough training needs assessments aligned with organizational goals and employee competencies. Through interactive workshops and practical exercises, participants will learn how to identify performance gaps, assess training requirements, and develop targeted learning interventions to address organizational needs effectively! TNA Improves organizational effectiveness and performance through strategic training initiatives.

## Who Should Attend

- Top Management
- Department Managers / HOD
- Key Stake Holders
- HR Professionals

## Learning Outcomes

- Define the role of performance appraisals and work-based competencies in TNA.
- Use appraisal and competency data to analyze skill gaps and prioritize training requirements.
- Create actionable training plans based on individual and team performance results.
- Develop TNA reports incorporating performance and competency metrics.
- Evaluate the effectiveness of training programs using post-training performance and competency assessments

**RM 1,800\***

(Price Inclusive of 8% SST)

\*Course fee  
is claimable  
under HRDC

## Course Registration

<https://forms.office.com/r/0da3M1hWhC>



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## Course Structure

Time	Agenda – Day 1
08.30am	Registration
09.00am	Module 1: Introduction to TNA
10.30am	Tea break
10.45am	Module 2: Linking Performance Appraisals to TNA
01.00pm	Lunch break
02.00pm	Module 3: Work-Based Competency Skills
03.30pm	Tea break
03.45pm	Module 4: Data Collection Techniques for TNA
05.00pm	End of Day 1

Time	Agenda – Day 2
08.30am	Registration
09.00am	Module 5: Prioritizing Training Needs
10.30am	Tea Break
10.45am	Module 6: Developing Training Action Plans from TNA
01.00pm	Lunch Break
02.00pm	Module 7 : Designing Effective TNA Reports
03.30pm	Tea Break
03.45pm	Module 8: Monitoring and Evaluating TNA Outcomes
05.00pm	End of Workshop

## Trainer Profile



### Punitha Malar (Aishu)

Ms Aishu Certified Coach and Trainer, with 25 years of combined experience in higher education management, strategic partnerships, business development, L&D and talent management across SEA, Australia, and the U.S., she excel in managing key stakeholders, policy, governance, and membership interests

With 25 years of combined experience in higher education management, strategic partnerships, business development, L&D and talent management across SEA, Australia, and the U.S., I excel in managing key stakeholders, policy, governance, and membership interests. I drive growth and revenue in education partnerships, corporate trainings and implement sustainable growth strategies. As an agile team coach and trainer, I specialize in learning and development space, soft skills, talent development, talent acquisition and retention, enhancing organizational performance and employee engagement.

