



# COMPETENCY BASED TRAINING NEEDS ANALYSIS (TNA)

14-15 APRIL 2026 | 9.00AM - 5.00PM  
| MEFA TRAINING CENTER, PJ

## Course Overview

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

Participants will be able to :

- 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.

## Course Registration :



**RM2,000**

(Price Inclusive of 8% SST)  
HRDC Claimable\*

<https://forms.office.com/r/fRvTKH3XQ0>



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## Course Structure

Time	Itinerary
<b>DAY 1</b>	
8:30am - 9:00am	Registration
9:00am - 10:30am	<b>MODULE 1:</b> <ul style="list-style-type: none"><li>• INTRODUCTION TO TNA</li></ul>
10:30am - 10:45am	Break
10:45am - 1.00pm	<b>MODULE 2:</b> <ul style="list-style-type: none"><li>• Linking Performance Appraisals to TNA</li></ul>
1.00pm - 2.00pm	Lunch Break
2.00pm - 3:30pm	<b>MODULE 3:</b> <ul style="list-style-type: none"><li>• Work-Based Competency Skills</li></ul>
3.30pm - 3.45pm	Coffee Break
3.45pm - 5:00pm	<b>MODULE 4:</b> <ul style="list-style-type: none"><li>• Data Collection Techniques for TNA</li></ul>
5.00pm	End of Day 1
<b>DAY 2</b>	
8:30am - 9:00am	<ul style="list-style-type: none"><li>• Registration</li></ul>
9:00am - 10:30am	<b>MODULE 5:</b> <ul style="list-style-type: none"><li>• : PRIORITIZING TRAINING NEEDS</li></ul>
10:30am - 10:45am	Break
10:45am - 1:00pm	<b>MODULE 6:</b> <ul style="list-style-type: none"><li>• DEVELOPING TRAINING ACTION PLANS FROM TNA</li></ul>
1:00pm - 2.00pm	Lunch Break
2.00pm - 3:30pm	<b>MODULE 7:</b> <ul style="list-style-type: none"><li>• DESIGNING EFFECTIVE TNA REPORTS</li></ul>
3.30pm - 3.45pm	coffee Break
3.45pm - 5:00pm	<b>MODULE 8:</b> <ul style="list-style-type: none"><li>• MONITORING AND EVALUATING TNA OUTCOMES</li></ul>
5.00pm	End of Programme

## 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.



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