



TRAINING NEEDS ANALYSIS: FROM BUSINESS NEEDS TO LEARNING IMPACT

THIS COURSE IS CLAIMABLE UNDER HRD CORP CLAIMABLE COURSES SCHEME
HRD CORP PROGRAM APPROVAL NUMBER: 10001735312



21 SEPTEMBER 2026

8.30 AM - 5.00 PM



**DOUBLE TREE BY HILTON ICITY,
SHAH ALAM**

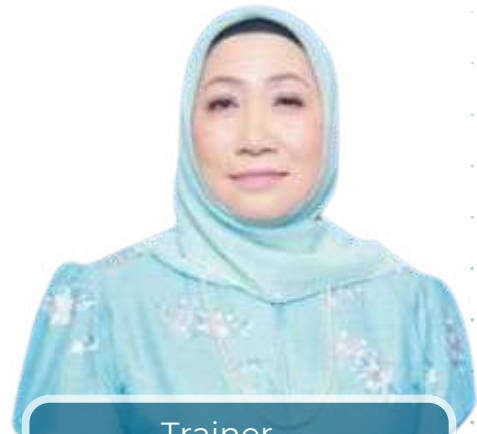


RM890 (Early Bird)

Register by 13 September 2026

RM990 (Normal)

Register after 13 September 2026



Trainer

Aina Kamaruddin

WHAT YOU WILL LEARN

- Understand the importance and complete cycle of Training Needs Analysis (TNA)
- Conduct TNA at organisational, operational and individual levels
- Identify competency gaps and employee development needs
- Distinguish between training and non-training issues through root cause analysis
- Prioritise training needs based on business priorities and impact
- Select appropriate learning interventions and develop an effective Annual Training Plan
- Evaluate training effectiveness using the Kirkpatrick Four-Level Evaluation Model
- Measure learning transfer, workplace application and business impact to support continuous improvement

WHO SHOULD ATTEND:

Employer | CEO | Director |
HOD | Manager | Executive |
HR Officer | Supervisor

For registration:

SCAN
ME! >>>



<https://tinyurl.com/trainingneedsanalysis26>

REGISTRATION & ENQUIRIES:



012-525 9283 (Intan)

019-570 3930 (Hafiz)

admin@quattrounity.com

www.quattrounity.com





TRAINING NEEDS ANALYSIS: FROM BUSINESS NEEDS TO LEARNING IMPACT

21 September 2026 (Monday)

8.30 am - 5.00 pm

8.30 am - 9.00 am Registration

9.00 am - 10.00 am **UNDERSTANDING THE TRAINING NEEDS ANALYSIS (TNA)**

What is TNA

Why TNA is important for organisational performance

The complete TNA cycle

Roles and responsibilities of HR, L&D managers and employees in the TNA process

10.00 am - 11.30 am **CONDUCTING EFFECTIVE TRAINING NEEDS ANALYSIS**

Organizational analysis: aligning learning with business priorities

Operational (task) analysis: identifying job and competency requirements

Individual analysis: assessing employee performance and development needs

Methods for collecting TNA data

11.30 am - 1.00 pm **COMPETENCY GAP ANALYSIS & TRAINING PLANNING**

Identifying competency gaps

Distinguishing training issues from non-training issues

Root cause analysis (5 Whys)

Prioritising training needs based on business impact

Selecting appropriate learning interventions

Developing an Annual Training Plan

2.00 pm - 5.00 pm **EVALUATING TRAINING EFFECTIVENESS**

Why training evaluation matters

Introduction to the Kirkpatrick Four-Level Evaluation Model

Measuring learning transfer and workplace application

Monitoring business impact and training effectiveness

Reviewing and improving the TNA process

Building a continuous learning culture

Q&A

HOW TO REGISTER:

Fill up the Google Form at this link : <https://tinyurl.com/trainingneedsanalysis26>

For **HRD CORP CLAIMABLE COURSES SCHEME:**

- Tick 'YES' for claiming HRD Corp on the online form. We will email the details and documents for HRD Corp grant application.
- Company must apply the grant from HRD Corp. Please email the grant approval from HRD Corp to us.

For **SELF-PAYMENT:**

- Please email the payment proof to admin@quattrounity.com.



Payment to : QUATTRO UNITY SDN BHD

Bank : AFFIN BANK BERHAD

No akaun : 100240150063

OR

Cheque payable to 'QUATTRO UNITY SDN BHD'

For registration:



<https://tinyurl.com/trainingneedsanalysis26>

REGISTRATION & ENQUIRIES:



012-525 9283 (Intan)

019-570 3930 (Hafiz)

admin@quattrounity.com

www.quattrounity.com

