



Conducting Training Needs Analysis (TNA) and Evaluating Training Effectiveness

February 18 - 19, 2019 | 9.00am - 5.00pm | Shah Alam Convention Centre

FACILITATOR

Mr S. Murugayah has over 26 years of varied experience in the corporate world and over 15 years in the training field. He is a Mechanical Engineer by profession and had served in a Senior Engineer's position with a MNC. He used to conduct various technical skill-related programmes prior to embarking on NLP/Management programmes recently. Having obtained his MBA from the University of East London, UK, he is an experienced and dynamic leadership and motivational trainer, consultant and speaker covering a wide spectrum of topics. He is a certified NLP practitioner, Hypnosis and Time Line™ therapist as well as a NLP Coach. He is a member of the American Board of NLP practitioners (ABNLP), American Board of Hypnotherapy (ABH), and the Time Line Therapy™ Association (TLTA). He actively uses all the concepts including NLP and Accelerated Learning Principles (ALP) in training programmes that he conducts, to enhance the learning outcomes and effectiveness among the participants. He holds an Advanced Diploma in Hypnosis and has completed the Neuro Semantics NLP Programme which deals with Meta NLP structures obtaining his certification as ISNS-NLP practitioner. Mr Murugayah is also a well-known and competent Speaker/Trainer and has conducted an extensive number of in-house training programmes and public seminars in Malaysia for manufacturing and services organisations. Some of the technical skills training include 7 QC Tools, Kaizen, 7S, TPM, TQM, FMEA, SPC Core I, ICC workshops, SGA, etc.

ADMINISTRATIVE DETAILS

Dates : **February 18 - 19, 2019**
 Time : 9.00 am – 5.00 pm
 Venue : **Shah Alam Convention Centre**
 No. 4 Jalan Perbadanan 14/9
 40000 Shah Alam, Selangor Darul Ehsan
 Fees : FMM Members – RM 1,300 per participant
 Non Members – RM1,600 per participant

(Fees include course materials, Certificate of Attendance, lunch and refreshments)

* Enjoy 10% for registration of two (2) and 20% discount for registration of three (3) or more participants from the same organisation and of the same billing source.

Registration is on a first-come first-served basis. Cheques made in favour of the "FMM Institute" should be forwarded one week before the commencement of the programme. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7 – 14 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subject to a cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.

The FMM Institute reserves the right to change the facilitator, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes. Should the programme be cancelled or postponed, FMM Institute is not responsible for covering airfare, hotel or other travel costs incurred by the participants.

OBJECTIVES

- ◆ Identify the organisation's training needs through needs assessment
- ◆ Conduct an effective TNA to successfully identify suitable organisational, functional/technical, personal behavioural competencies and skills required to meet organisational vision
- ◆ Prepare strategic training plans for the organisation in order to improve competencies and achieve more accurate results
- ◆ Develop a master plan of recommendations for future training strategies based on the TNA findings
- ◆ Apply various evaluation techniques at key stages of training implementation plan
- ◆ Establish a process and evaluation procedure to manage the training effectiveness

CONTENTS

- ◆ Training and Development Basics
- ◆ Training Needs Analysis (TNA)
- ◆ The Formal TNA Process
- ◆ Three Levels of Needs Assessment
- ◆ Training Needs Assessment Steps and Techniques
- ◆ Evaluating Training Programmes
- ◆ Analysing the Present Quality Procedure for Training
- ◆ Understanding Work-Based Competency Plan (WBCP) as a Basis of Measurement
- ◆ Making Your Training Outcomes Visible

WHO SHOULD ATTEND

Trainers, Managers, Executives, Human Resource Development Specialists, Department Heads and Others who make decisions about training and are involved in analysing, designing and implementing organisational training plans

IN-HOUSE TRAINING AVAILABLE

For further enquiries, please contact:

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Email: training@fmm.org.my

Visit us at: www.fmm.edu.my

REGISTRATION FORM

Conducting Training Needs Analysis (TNA) and Evaluating Training Effectiveness

February 18 - 19, 2019 (Monday - Tuesday) Shah Alam Convention Centre

The Manager
FMM Institute
Tel: 03-62867200
Fax: 03-62776712

Please tick (✓) accordingly:
PSMB Scheme: SBL Non Contributor
Require vegetarian meal: Yes No

Dear Madam,
Please register the following participant(s) for the above programme:
(To be completed in **BLOCK LETTERS**)

1. **Name** **Designation** **E-mail**

Nationality **IC No.**

2. **Name** **Designation** **E-mail**

Nationality **IC No.**

3. **Name** **Designation** **E-mail**

Nationality **IC No.**

(If space is insufficient, please attach a separate list)

Enclosed cheque/bank draft No. _____ for RM _____

being payment for _____ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name: _____

Designation: _____ E-mail: _____

Company: _____ FMM Membership No.: _____

Address: _____

Tel No.: _____ Fax No.: _____ Date: _____

My Corporate Identity No.: _____