FMM Workshop on Training Needs Analysis

We are pleased to inform you that FMM Penang Branch will be organizing **FMM Workshop on Training Needs Analysis**. All HODs and Line Managers in general and the HR Training Executives in specific need to know NOT only how to organize and coordinate training programmes for their employees in the organization but the more important need is to determine the exact training needs of all their employees in the organization over a period of a year or more.

Thus planning the training needs of the entire organization is really the key to employee growth and organizational development. However many a time training is undertaken in an ad-hoc manner or at times provided to individuals as a reward for prior hard work or for a holiday in some “nice” location. This should NOT be the way we plan our training for our employees.

To make training beneficial to both the employee and the organization, the HR Training Personnel and Line Managers must need to ensure that the training organized that they have identified for their employees in the organization is based on the needs of the individual, the job or the organization. Determining this need is the key to all successful training programmes as planned for by the Training / HR Manager and Line Managers, and this programme provides participants with the tools and knowledge of how to go about doing a serious and objective Training Needs Analysis for the entire organization.

The workshop will be **conducted in English & Bahasa Malaysia**.

**PROGRAMME CONTENT**

**A. Session One – Introduction**
- Introduction To Training & Development
- Roles & Responsibilities of Line and Staff Management in the Training of Employees
- Benefits of Employee Training & Development

**B. Session Two - Methodology**
- Training & Development – A Process
- Training Needs Analysis
- Methods & Approaches of Identifying Training & Development Needs
- Training Needs Analysis (TNA) Instruments & Tools
- Setting up a Training Directory

**PROGRAMME OUTCOME**

Participants will walk away with several readymade tools that they can be used to determine the training needs of their organization focusing from three different perspectives, i.e.

- from the need of the Job
- from the need of the employees
- from the need of the Organization

This 1-day seminar cum workshop will also provide the participants with enough hands on exercises and role plays for each part of the program thus ensuring that they actually try out what they have learned. This method is seen to be most effective for adult learning and retention.
SPEAKER

George is a graduate of the National University of Malaysia and holds a Bachelor of Arts Degree in Mass Communications. He also has a Teambuilding Instructors Certificate, with the PSDC and a Train the Trainers Certificate from the Human Resource Development Board (HRDB). He has more than 25 years of “hands on” experience in the field of Training, Industrial Relations, Employee Relations, Recruitment, Compensation and Benefits, and overall Human Resource Management. He is a member of the Malaysian Institute of Personnel Managers and has over the last 20 years conducted many programs in the various fields of HR. Although George specializes in Industrial Relations and Employee Compensation Systems, he is an excellent HR Generalist, i.e. highly competent in all areas of HR, including the area of Training & the Evaluation of Training.

Prior to moving into HR Consultancy and Training, George worked in several established Public Listed local Companies and a Multi-National Company. His last post held while in employment was as its Senior Group HR Manager in a 1st Board Malaysian Listed Company. In these respective positions as well as in his present Consultancy firm, he has managed the full spectrum of HR activities, including running the related Training Programs in these following areas of Human Resource.

- Training Needs Analysis (TNA) and the Evaluation of Training/Malaysian Employment Laws (Employment Act, Industrial Relations Act, Trade Unions Act)/Domestic Inquiries /Setting up a Pay For Performance System/Workshops in Conducting an Effective Performance Appraisal/Techniques in Conducting a Fair & Effective Performance Appraisal/Managing Employee Discipline in the Workplace/High Performance Recruitment /Motivation & Counseling/Grievance Handling/Effective Leadership /Effective Communication in an Organization/Decision Making in an Organization/Teambuilding

DATE, TIME & VENUE

Date: 25 January 2018 (Thursday)
Time: 8.30 am – 5.30 pm
Venue: Hotel NEO+ Penang, 68, Jalan Gurdwara, 10300 Georgetown, Penang.

PARTICIPATION FEES

FMM Members: RM 480.00*/participant (Included GST)
Non-FMM Members: RM 580.00*/participant (Included GST)
*Inclusive of training materials, 2 coffee break & lunch.

WHO SHOULD ATTEND

All HR & Training Practitioners be they at the level of Supervisors, Officers, Executives, or Managers, and Line Managers

ADMINISTRATIVE DETAILS

Seats are limited and thus registration will be based on a “first-come, first-served” basis upon receipt of completed form. Enclosed brochure and registration form. The completed registration form should be returned by fax/email to the FMM Penang Branch by 16 January 2018 (Tuesday). All participants should make payment upon registration.

There will be no refund for cancellations less than 9 days (16-24 January 2018) prior to the programme, full refund for cancellations more than 9 days prior to the event (before 16 January 2018). However, replacements can be accepted at no additional cost. All cancellations must be confirmed in writing to the FMM. Participants who registered but did not attend will be billed accordingly.

FMM reserves the right to cancel or reschedule the above programme and all efforts will be taken to inform participants of any changes. For further information, please contact Ms. Suguna / Mr. Balbir Singh of the FMM Penang Branch Secretariat at Tel No: 04-399 4901 / 04-630 2051, Fax No: 04-399 4863 / 04-630 2054 or E-mail: suguna@fmm.org.my / balbir@fmm.org.my
REGISTRATION FORM
FMM Workshop on Training Needs Analysis

◆ Date: 25 January 2018
◆ Time: 8.30 am – 5.30 pm
◆ Venue: Hotel NEO+ Penang, 68, Jalan Gurdwara, 10300 Georgetown, Penang.

To:
Federation of Malaysian Manufacturers (Penang Branch)
2767, Mukim 1 Lebuh Tenggiri 2,
13700 Bandar Seberang Jaya,
Pulau Pinang.
(Attention: Ms. Suguna / Mr. Balbir Singh)
Fax No: 04-399 4863 / 630 2054
Email: suguna@fmm.org.my / balbir@fmm.org.my

Dear Sir/ Madam,
Please register the following for the programme:

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KINDLY TYPE / PRINT NAMES IN BLOCK LETTERS. (If space is insufficient, please attach a separate list)

FMM GST Registration No.: 001714290688

Participation Fees:
➢ Members: RM480.00*/ participant (Included GST)  Non-Members: RM580.00*/ participant (Included GST)

Enclosed cheque /bank draft no. __________________________ for RM________________________ being payment for______participant(s) made payable to the “Federation of Malaysian Manufacturers”.

Online Banking: Malayan Banking Berhad – 507 406 504 502

Submitted by:
Name: __________________________________________________________________________
Designation: _______________________________________________________________________
Company: __________________________________________________________________________
GST Number: __________________________
Address: ____________________________________________________________________________
___________________________________________________________________________________
Tel: __________________________ Fax: __________________________ Email: __________________________

GST Number : __________________________
FMM Membership No. (If your company is a member): _______________________________________________________________________

Do you require vegetarian meal: ☐ Yes      ☐ No

Closing Date for Registration: 16 January (Tuesday) 2018
Programme Agenda

Workshop on Training Needs Analysis

Thursday 25th January 2018, 8.30 am – 5.30 pm
Hotel NEO+ Penang
68, Jalan Gurdwara, 10300 Georgetown, Penang.

8.30 – 8.45 am Registration
8.45 – 10.30 am Session One – Introduction
   • Introduction To Training & Development
   • Roles & Responsibilities of Line and Staff Management in the Training of Employees
   • Benefits of Employee Training & Development

10.30 – 10.45 am Refreshment / Tea break
10.45 – 12.30 pm Continuation of Session One
12.30 – 1.30 pm Lunch
1.30 – 3.30 pm Session Two – Methodology
   • Training & Development – A Process
   • Training Needs Analysis
   • Methods & Approaches of Identifying Training & Development Needs
   • Training Needs Analysis (TNA) Instruments & Tools
   • Setting up a Training Directory

3.30 – 3.45 pm Refreshment / Coffee break
3.45 – 5.00 pm Continuation of Session 2
5.00 – 5.30 pm Q & A Session
5.30 pm End of programme