



FEDERATION OF MALAYSIAN MANUFACTURING
Co. No. 196801000309 (7907-X) Eastern Branch

EB/37/2026
September 25, 2026



FMM WORKSHOP ON TRAINING NEED ANALYSIS (TNA)



NOVEMBER 30 –
DECEMBER 1, 2026



FMM TRAINING ROOM



9.00AM – 5.00PM



Right Training for a Stronger Workforce



INTRODUCTION

Any training to carry out MUST be relevant to the NEEDS of the organization. TNA equips the Human Resources Professionals, the personnels involved the skills to identify staff members performance GAPS then determine whatever training is necessary to breach the GAPS. The GAPS here is organisations' expectations measure against staff members performance standards. Through the strategic, systematic processes of a Training Needs Analysis (TNA) staff members weaknesses, problems are identified, then design and develop appropriate training in order to eradicate the identified problems, hence to improve on the weaknesses and upgrade the skills. A proper TNA ensures only right training, (right subject, right methods, right environment) is being provided to the right people. Thus will ensure improved performance across the organization.



COURSE OBJECTIVES

To train the participants on

- the effective skills in identifying training needs in line with corporate objectives.
- The effective skills in designing training workshop
- The effective skills in developing training workshop
- The effective skills in implementing training workshop
- The effective skills in delivering the training workshop.



TARGET PARTICIPANTS

Who should attend: Human Resources Professionals, Head Of Departments Managers, Executives, Supervisors.



FEES

Member:
RM 972.00

Non-Member:
RM 1,080.00

(Inclusive of 8% SST)



TRAINER PROFILE

Mr. Tee Tuan Chuar, (Bachelor in Accounting) is currently being employed as Quality Management Representative (QMR) of a corporation in Kuala Lumpur, a graduate in Accounting, Finance and Management and also an Accountant by training. His practical work experience includes being a Group Senior Operations Manager, Factory Manager, Finance, Administration Manager and Company Secretary in a Manufacturing Environment. He has 5 years of working experience as Supply Chain Manager for a group of companies in Kuala Lumpur. The group core business activities are, manufacturing, appointed US hardware and car care products SEA agent.

With his vast experiences, Mr. Tee continue to contribute to the industry through conducting training to various organizations for the past 12 years. The area of his training expertise includes, Production Planning and control, Production Management, Warehouse & Logistics, Shipping Costs Reduction –Incoterms, Supply Chain Management, Production Engineering, Supply Chain Management and etc. Mr. Tee has conducted 5S training for organisations of various industries and received excellent feed backs from all.

MORE INFO >



Call /Email Us For More Information:

09-560 6554 / fmmeastern@fmm.org.my

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NOVEMBER 30 –
DECEMBER 1, 2026



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9.00AM – 5.00PM



Training
Need Analysis

Right Training for a Stronger Workforce

TRAINING PROGRAMME

DAY 1 | MONDAY, 30 NOVEMBER 2026

Time	Programme
8.45 am – 9.00 am	Online Registration
9.00 am – 10.30 am	PART 1 : TRAINING NEED ANALYSIS PROFILE - Effective Understanding of Training - Training Needs Assessment vs. Training Needs Analysis - What is training ? - Training Needs Assessment – Identify the GAPS - Training Needs Analysis – The Root Causes - Why is there a need to train ? - The benefits of training - The approach in providing training to secure effectiveness in training, comparing Need and Want ! - TNA ! Is it Talk No Action ? - The parties concerned in identifying training needs
10.30 am – 10.45 am	Morning Tea Break
10.45 am – 1.00 pm	PART 1 : TRAINING NEED ANALYSIS PROFILE (Continued) - Strategic Alignment – The training objectives and organisational MISSION, VISION and Philosophy, KPI and ROI PART 2 : THE LEVEL OF TRAINING NEEDS - Training Needs in organisational level - Company's GOALS, CULTURE, RESOURCES and ENVIRONMENTAL CONSTRAINTS - Training Needs in occupational level – JOB BEHAVIOUR, COMPETENCIES, KNOWLEDGE, SKILLS AND ABILITY - Training Needs in individual – The identified candidates current competencies, proficiency levels and the GAPS
1.00 pm – 2.00 pm	Lunch Break
2.00 pm – 3.30 pm	PART 3 : TRAINING NEED DEVELOPMENT PROCESS The 5 development processes 1st Step – Preparation – Stakeholders Engagement 2nd Step – Data Collection – Tools to collect the required data 3rd Step – Data analysis – Tools – Fish Bone Diagram, 5 Whys – Isolate true skills GAPS organization operations bottlenecks
3.30 pm – 3.45 pm	Evening Tea Break
3.45 pm – 4.45 pm	PART 3 : TRAINING NEED DEVELOPMENT PROCESS (Continued) 4th Step – Present Recommendation 5th Step – Implementation - The detail works involved in each process
4.45 pm – 5.00 pm	Day 1 Recap & Q&A

DAY 2 | TUESDAY, 1 DECEMBER 2026

Time	Programme
8.45 am – 9.00 am	Online Registration / Day 1 Recap
9.00 am – 10.30 am	PART 4 : DESIGNING FORMS AND FORMATS FOR EFFECTIVE TNA - Survey Form To Identify Training Needs - The Scope to cover in TNA - Job knowledge - Team Work - Initiative - Productivity - Work Quality
10.30 am – 10.45 am	Morning Tea Break
10.45 am – 1.00 pm	PART 4 : DESIGNING FORMS AND FORMATS FOR EFFECTIVE TNA (Continued) - Planning & Organising - Reliability - General Attitude - Punctuality - Housekeeping
1.00 pm – 2.00 pm	Lunch Break
2.00 pm – 3.30 pm	PART 5 : IMPLEMENTING TRAINING PLAN - Prepare Annual Training Plan - Training Arrangement - Actual Training - Training Report
3.30 pm – 3.45 pm	Evening Tea Break
3.45 pm – 4.45 pm	PART 5 : IMPLEMENTING TRAINING PLAN (Continued) - Personal Training Recording - Training Evaluation - Summary Monthly Training Arrangement
4.45 pm – 5.00 pm	Overall Workshop Summary, Q&A & Closing

FEES

Member:
RM 972.00

Non-Member:
RM 1,080.00

(Inclusive of 8% SST)

MORE INFO >



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FMM WORKSHOP ON TRAINING NEED ANALYSIS (TNA)



November 30 - December 1, 2026 (Tuesday & Wednesday)



FMM Training Room



9:00 am - 5:00 pm

REGISTRATION / PAYMENT

Registration form must be completed and returned to FMM Eastern by **November 9, 2026**. All confirmed participants should make the full fee before the event.

- For HRD Corp - Claimable Courses, an Attendance of 100% is a must, in any case, employers will be billed in full.
- For HRD Corp - Claimable Courses, Grant Approval must be forwarded to FMM Eastern at least 3 DAYS BEFORE the webinar date.

DISCLAIMER:

FMM Eastern reserves the right to change the facilitator, date and to vary/cancel the Webinar should unavoidable circumstances arise.

Inquiries:

FMM Eastern Branch - Ms. Wan Hui/ Ms Thivya
Email: wanhui@fmm.org.my /
thivya@fmm.org.my

PAYMENT METHODS

Payee name: FEDERATION OF MALAYSIAN MANUFACTURING

- Cheque or bank draft crossed Account Payee only.
- Bank-in payment: to e-mail or fax deposit slip to FMM for issuance of Official Receipt.

Bank Name: **Maybank Bank Berhad**

Account no : **5-56011-06326-9**

SWIFT Code: **MBBEMYKL**

- Please write the event name on the reverse of the cheque or on the deposit slip.

REPLACEMENT / CANCELLATION / NO-SHOW POLICY

Replacement at no additional cost. FMM reserve the right to cancel or reschedule the programme. All efforts will be taken to inform participants of the changes. Participants who did not turn-up at the events are liable for the full payment.

Cancellation must be in writing to FMM. If cancellation is received:

- 7 days before the webinar - no payment charged
- 3-6 days before the webinar - 50% payment charged
- Less than 3 days - full payment will be charged
- cancellation and refund is not allowed

Training Provider: **007907X_EASTERN**

Training Number: **10001759028**

REGISTRATION FORM

Please register the following participants(s):-

No	Name	Designation	I/C Number	Email	H/P No.
1					
2.					
3.					

Please Tick appropriate box:

We hereby confirm that:

- ☐ We will be claiming under HRD Corp-Claimable courses (SBL - Khas) but full payment would be made to Federation of Malaysian Manufacturing in the event that no disbursement from HRD CORP under any circumstances.
- ☐ We are not claiming training grant from HRD Corp. Enclosed cheque / bank draft, No _____ for RM _____ being payment made for _____ participant(s) made in favour of Federation of Malaysian Manufacturing.

Submitted by:

Name : _____ Designation: _____

Company: _____ FMM Membership No. : _____

Address: _____

Email: _____ Tel: _____ Fax: _____

TIN No. : _____ SST No: _____

Company Stamp