Impactful Training Needs Analysis:
Choosing the Right Programs

- Are you struggling to identify the real training needs within your organisation?

- Do you want to learn how to design a comprehensive and structured training needs analysis?

- Would you like to master the skills to prepare a complete training needs analysis report that guides impactful programs?

Introduction

Training has always been central to organisational growth, but not every problem can be solved by sending employees to courses. The key lies in identifying the right training needs. Training Needs Analysis (TNA) is a structured process that helps organisations uncover skill gaps, analyse workplace challenges, and determine whether training is truly the solution. This program introduces participants to the full scope of TNA, from investigating factors that help or hinder performance to designing actionable reports that guide program decisions. Participants will also learn how to separate problems that require training from those that need other interventions, ensuring resources are used wisely. By mastering TNA, you will be equipped to align training with business objectives, improve employee performance, and demonstrate the measurable impact of learning on organisational success.

Program Objectives

This program aims to:
- Understand the importance of training needs analysis
- Conduct training needs analysis
- Overcome obstacles in training needs analysis

Learning Outcomes

After completing this training, participants should be able to:
- Understand the systematic training cycle and justify reasons for doing the training needs analysis
- Data collection method for training needs analysis
- Prepare a comprehensive report on training needs analysis

Who should attend?

Non-managerial, First-line management, middle management, and anyone related to the training department

Methodology

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Case studies, forum discussion, role-play, presentations, gamification

Program Outline

Time	Day One
9.00am– 10.30am	**Fundamentals of Training Needs Analysis** In this module, participants would be exposed to the fundamental concept, the functions and cost-benefit of training needs analysis. The participant would be able to justify why training needs analysis is a must in most organisations. Topics include: • The training process • The fundamental concept of training needs analysis • Factors are producing an important influence on job performance. • The requirement for effective TNA
10.30am-11.00am	**Break and Networking**
11.00am-1.00pm	**Preparation of Training Needs Analysis and Organisation Analysis** The participants would learn what to do before conducting a training needs analysis, the documents to be captured and analysed to be done before training needs analysis. At this stage, participants would learn how to conduct organizational analysis. The topic includes: • Preparation before a training needs analysis • Methodology and timeline planning before a training needs analysis • TNA Flow Chart • TNA Framework • Organisation Analysis
1.00pm-2.00pm	**Lunch Break and Networking**
2.00pm-3.30pm	**Departmental and Individual Analysis** In this module, participants learn how to conduct performance analysis, identify the trainable and non-trainable tasks, and specifically to conduct the task analysis. Participants would learn how to match from Departmental analysis to individual analysis, study and observe the depth of the program and the gap. Qualitative method is used in the

	individual analysis. Topics Includes: • Performance analysis • Trainable and non-trainable areas • Focus group with master performer and supervisor • Task observation • Task Analysis observation and performance difference • A supervisor needs versus wants analysis
3.30pm-4.00pm	**Break and Networking**
4.00pm-5.00pm	**Development of Training Plans** After identifying the programs through training needs analysis, participants would learn how to prioritise the training according to organisational missions, visions, directors and interest of stakeholders. Schedule and report of training needs analysis would be shared in this module.

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