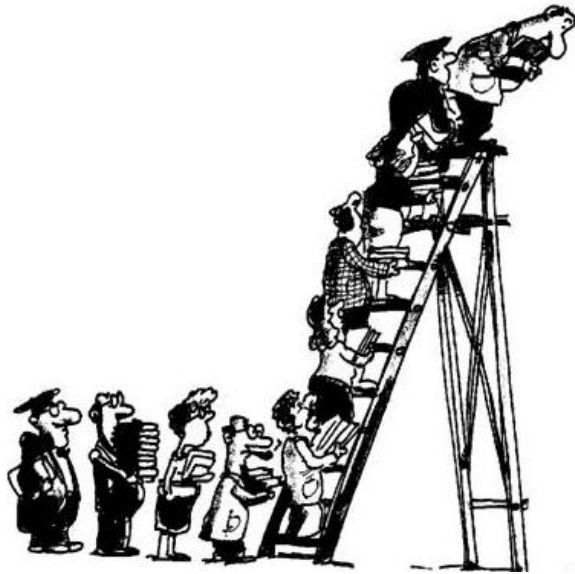


HOW TO MANAGE AND CONDUCT A TRAINING NEEDS ANALYSIS

Effective training practices involve the use of a training design process. The design process begins by conducting a training needs analysis. This is a very important step. If it is poorly conducted, regardless of the training methods and learning environment, training will not achieve the outcomes or the financial benefits the company expects.



Klang Valley	Nothern Region	Southern Region
•Armada Hotel, PJ	•KISMEC, Kulim	•Good Hope Hotel, JB
•Date to be announce based on response	•Date to be announce based on response	•Date to be announce based on response

OBJECTIVE

After the program, the participants should be able to:
 Identify different methods used in training needs analysis.
 Identify the advantages and disadvantages of the methods.
 Create conditions to ensure that employees are receptive to training.
 Discuss the steps involved in conducting a task analysis.

OUTLINE

The training cycle
 Who should participate in the training needs analysis?
 Methods used in training needs analysis
 The training needs analysis process
 Organizational analysis, person analysis, task analysis
 Competency models
 Scope of training needs analysis
 Organizing the training plan

FOR WHOM

HR Managers, Training Managers, Department Heads, Team Leaders and those involved with Training in their organization

COURSE FEE

RM 1100 per person + 6% GST
 RM 1200 per person + 6% GST

FACILITATOR

An experienced HR Consultant / Practitioner with various industries background.

CANCELLATIONS & TRANSFER

If you are unable to attend, a substitute delegate is welcome to attend in your place at no additional charge. A full refund, less 10% administrative charges, will be given if cancellation is received in writing at least 7 days prior to the program. No refund can be made for cancellation received less than 7 days prior to the program.

REGISTRATION FORM



MIHRM is a class A training provider (serial number: 3215)

Please register me for .

Date of Training:

Membership No.

Name

Company

Designation

Address

Email Address

Tel No. (office)

(fax)

(mobile) Contact

Person

Enclosed cheque No./bank draft ___for RM ___being payment for_ participant(s).
 (Payment made payable to "Malaysian Institute of Human Resource Management" CIMB Bank Account : 800 2324 212)