



IMPLEMENTATION OF TRAINING NEEDS ANALYSIS AND MEASURING TRAINING ROI TRAINING



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor

Course Title: Implementation of Training Needs Analysis and Measuring Training ROI Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training provides participants with practical methods to conduct Training Needs Analysis and measure the impact of training through Return on Investment. It focuses on identifying skill gaps, aligning training with organisational goals, evaluating training effectiveness and converting results into meaningful ROI insights. Through case studies, tools and hands-on exercises, participants will learn how to plan, implement and assess training programs that deliver measurable results.

OBJECTIVE(S):

- Understand the foundations of Training Needs Analysis.
- Identify organisational, task and individual training gaps.
- Use structured tools and methods to conduct TNA effectively.
- Align training with competency requirements and business goals.
- Apply evaluation models to measure training effectiveness.
- Calculate Training ROI using practical formulas and data.
- Strengthen decision-making for training investment.
- Develop and present training improvement action plans.

TARGET GROUP(S):

- HR and training managers
- Learning and development practitioners
- Supervisors and team leaders
- Department managers
- Anyone responsible for staff development and training planning

ENTRY REQUIREMENT(S):

- Able to read, write and communicate verbally in Malay/English

TOPIC(S):

1. Introduction to Training Needs Analysis
2. Organisational, Task and Individual Needs Assessment
3. Tools for Conducting Effective TNA (Surveys, Interviews and Observation)
4. Competency Mapping and Training Gap Identification
5. Introduction to Training Evaluation and Measurement Models
6. Data Collection for Measuring Training Effectiveness
7. Calculating Training ROI and Interpreting Results
8. Presenting Findings and Continuous Improvement Planning

LIST OF REFERENCE BOOK(S):

- Training Needs Analysis guides
- Learning and development evaluation references
- Training ROI and performance measurement materials

LIST OF TEACHING AID(S):

- LCD projector
- Computer
- Whiteboard with accessories
- Flip chart with accessories
- TNA templates and ROI calculation worksheets

METHODOLOGY(S):

- Lecture
- Case studies
- Group discussions
- Practical TNA exercises
- ROI calculation practice
- Scenario analysis

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 10:15 am	Topic 1: Overview of Training Needs Analysis
10:15 am – 10:30 am	Morning Tea Break
10:30 am – 12:30 pm	Topic 2: Organisational, Task and Individual Needs Assessment
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 3:30 pm	Topic 3: TNA Tools – Surveys, Interviews and Observation
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 4: Competency Mapping and Training Gap Analysis

TRAINING SCHEDULE

Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 10:15 am	Topic 5: Training Evaluation Models (Kirkpatrick and Others)
10:15 am – 10:30 am	Morning Tea Break
10:30 am – 12:30 pm	Topic 6: Measuring Training Effectiveness – Data Collection
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 3:30 pm	Topic 7: ROI Calculation Techniques and Interpretation
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 8: Presenting Findings and Improvement Action Plans