London TDM

Finance and Accounting

Course Venue: Malaysia - Kuala Lumpur

Course Date: From 08 February 2026 To 12 February 2026

Course Place: Royale Chullan Hotel

Course Fees: 6,000 USD

Introduction

In today's dynamic business environment, organizations must be adept at identifying skill gaps and aligning their workforce's capabilities with strategic objectives. This course, "Training Needs Assessment and Competency Mapping," is designed to equip HR professionals, trainers, and managers with the essential tools and methodologies necessary to assess training needs effectively and develop competency frameworks that drive performance and productivity.

Objectives

- Understand the fundamentals of training needs assessment (TNA).
- Learn the methodologies for conducting competency mapping.
- Develop a framework for aligning training programs with organizational goals.
- Implement strategies for effective skill gap analysis.
- Design competency models tailored to specific roles and industries.

Course Outlines

Day 1: Introduction to Training Needs Assessment

- Definition and Importance of Training Needs Assessment
- The Training Needs Assessment Process: Steps and Tools
- Identifying Organizational, Task, and Individual Needs
- Methods and Techniques for Data Collection
- Analyzing Results to Identify Training Priorities

Day 2: Exploring Competency Mapping

- Competency Mapping: Key Concepts and Benefits
- Framework and Models for Competency Identification
- Techniques for Collecting Competency Data
- Using Competency Maps for Skill Assessment
- Linking Competency Mapping to Talent Management

Day 3: Conducting Effective Skill Gap Analyses

- Defining Skill Gaps and Their Implications
- Tools and Techniques for Skill Gap Analysis
- Interpreting Data to Identify Skill Shortages
- Prioritizing Training Needs Based on Skill Gaps
- Communicating Findings to Stakeholders

Day 4: Designing Competency Models

- Steps in the Development of Competency Models
- Customizing Competency Models for Different Roles
- Integrating Industry Standards and Best Practices
- Use of Technology in Competency Model Design
- Practical Exercise: Creating a Competency Model

Day 5: Aligning Training With Organizational Goals

- Strategic Alignment of Training Programs
- Developing Effective Training Plans
- Metrics and Evaluation of Training Effectiveness
- Building a Culture of Continuous Learning
- Case Study and Group Discussion