



Symphony Digest

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TNA: PRACTICAL TOOLS

FOR IDENTIFYING SKILLS
GAPS & BUILDING EFFECTIVE
TRAINING PLANS

EXPERIENCE THE POWER
OF THREE-DIMENSIONAL
ART THAT EVOKES
FEELINGS AND THOUGHTS.

RM1,200
(INCLUSIVE 8% SST)

9 SEPTEMBER 2026

9AM - 5 PM
ZENITH CORPORATE
PARK, PJ



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COURSE OUTLINE

Module 1: Understanding TNA and Planning the Analysis

- Define TNA purpose, scope, and expected outcomes.
- Link TNA to business and performance goals.
- Use a practical TNA planning checklist.

Module 2: Identifying Performance and Competency Gaps

- Analyse gaps at organisational, departmental, individual levels.
- Separate training needs from performance issues.
- Apply competency gap and performance analysis tools.

Module 3: Collecting and Analysing TNA Data

- Use interviews, surveys, observations, and document reviews.
- Design effective TNA questions and survey items.
- Summarise findings using a data analysis sheet.

Module 4: Prioritising Needs and Preparing Training Plans

- Rank training needs using priority criteria.
- Develop recommendations for management decision-making.
- Prepare TNA reports and annual training plans.



TRAINER'S PROFILE

The trainer is a seasoned corporate trainer, consultant, and writer with a robust foundation in human resources. Holding a degree in Jurisprudence from the University of Oxford and certified as an HRD Corp trainer, he brings over 25 years of invaluable expertise to the corporate arena. Throughout his distinguished career, he has played pivotal roles in diverse industries, including education, holding companies, financial institutions, media, FMCG, oil & gas, manufacturing, and ICT.

His primary focus has consistently revolved around human resources, encompassing various strategic aspects such as training, leadership and talent development, process improvement, project management, and HR department leadership.

His hands-on experience extends beyond training, as he has held leadership positions within HR departments, excelling as an HR Business Partner, HR Generalist, Recruitment Manager, Head of Rewards for a global company, and Industrial Relations Manager. His multifaceted background uniquely positions him to deliver comprehensive and specialized HR-related training sessions.

In the relation of HR training, he has curated and conducted programs tailored to meet the dynamic needs of professionals. His expertise spans diverse topics, including HR for non-HR Managers, Managing Discipline, Leadership and Management Skills for Manager and Supervisors, Understanding Employment Laws, Effective Interview Skills, Developing and Implementing KPIs, Performance Management, Body Language, and ChatGPT.

REGISTRATION

PARTICIPANT DETAILS

Name:

Position:

Department:

Contact Number:

Email:

Name:

Position:

Department:

Contact Number:

Email:

ADMIN DETAILS

Name:

Position:

Department:

Company:

Contact Number:

Email:

Address:

Payment Method: ☐ Direct Payment ☐ Claim HRD

Notes:

- Cancellations made less than 14 days before the training date or non-attendance on the day of training are non-refundable. Substitution is allowed.
- Once registration is confirmed, the client is fully liable for the course fee, regardless of whether payment is made directly or through the HRDC grant, and even if participants do not attend the training.
- Clients who opt for direct payment must ensure full payment is made before the training date.
- HRDC grant applications must be submitted and approved before the training day. The maximum claimable amount is RM1,750 per participant per day. Any shortfall between the approved grant and the course fee must be topped up by the client.
- Should the number of confirmed participants be too low to ensure a meaningful learning experience, Symphony reserves the right to postpone or cancel the training.

