MALAYSIA HR FORUM

CERTIFIED TRAINING NEEDS ASSESSOR

Designing & IMPLEMENTING COMPETENCY MATRIX

RM 2,600

REGISTERED TRAINING PROVIDER — HRD CORP

HRD CORP CLAIMABLE

2026 | 9 am - 5 pm

MALAYSIA HR FORUM ACADEMY
LEVEL 12, LOT 12A, MENARA PKNS PETALING JAYA,
JALAN YONG SHOOK LIN, 46050 PETALING JAYA

Sophie: 010-861 1851   sophie@malaysiahrforum.com   www.malaysiahrforum.com

MODULE OVERVIEW

This course provides participants with the essential tools and techniques to identify, analyze, and address training needs within their organizations. Furthermore, it provide participants with knowledge and skills to form their Company's Competencies Framework & Competency Matrix

LEARNING OBJECTIVES

- Explain what is Competencies and the clusters of Competencies
- Write observable behaviors (description) for each of the identified competencies.
- Propose Competency Framework for Company
- Propose Competency Matrix for Company

TARGETED PARTICIPANTS

Human Resource Personnel / Training Personnels / L&D personnel who want to acquire in-depth knowledge and application of the learning and development in the organization.

METHOD OF TRAINING

- Case Studies
- Group Presentation
- Individual Presentations

LEARNING OUTCOME

- At the end of this course, participants will be able to:
- Understand the importance and benefits of conducting Training Needs Analyses,
- Identify different methods and approaches for conducting TNAs,
- Gather and analyse data effectively to identify training gaps,
- Prioritize training needs based on organizational objectives and available resources,
- Develop action plans for addressing identified training needs,
- Monitor and evaluate the effectiveness of training interventions.

ASSESSMENT/ PRESENTATION

Participants will be assessed at the end of the third (3rd) training course to be a Certified Training Needs Assessor (CTNA) by a Group Discussion and a Group Presentation that covers modules from three training courses.

DURATION

2 Days

CONTENTS DAY 1 | 9 AM - 5 PM

MODULE 1: INTRODUCTION

1. Explain what are Competencies and the clusters of Competencies
2. Write observable behaviors (description) for each of the identified competencies.
3. Propose Competency Framework for Company
4. Propose Competency Matrix for Company

CONTENT OF MODULE 1: INTRODUCTION

1.1 Defining Competencies
1.2 What is Competency Framework?
1.3 What is Competency Matrix?

CONTENTS DAY 2 | 9 AM - 5 PM

CONTENT OF MODULE 2: CRAFTING COMPETENCY FRAMEWORK

2.1 Usage of Competency Framework in a Company
2.2 Defining Core Competencies of a Company
2.3 Defining Leadership Competencies of a Company
2.4 Defining Functional Competencies of a Company
2.5 Linking Competencies Framework to TNA

CONTENT OF MODULE 3: CRAFTING COMPETENCY MATRIX

3.1 Why Competency Matrix?
3.2 Step by Step Guide in Creating a Skills Matrix
3.3 Linking Skills Matrix to TNA