

TRAINING NEEDS ANALYSIS (TNA)

Subsidised by HRDF

CONSULTANCY SCHEME FOR SMALL AND MEDIUM ENTERPRISES (SMEs)

LET US BRIDGE THE GAPS

- What is Training Needs' Analysis?
 - Why is training important?
 - Who needs the training?
- How to prepare an Annual Training Plan (ATP)?
- How to measure the effectiveness of your trainings?



INTRODUCTION

OBJECTIVE

The objective of this Scheme is to enable Small and Medium Enterprises (SMEs) to systematically identify their training needs with the support of a Training Needs Analysis (TNA) consultant; enabling SMEs to develop and enhance the competency of its training personnel.

BENEFITS

- Enable SMEs to methodically identify their current and future training needs which will lead to the preparation and implementation of a systematic and tailored training plan.
- Strengthen and enhance the capabilities and competency of training personnel, who in return, will support business productivity.
- Develop a holistic and value-added TNA which will assist in developing skilled talents who are prepared to meet the business challenges of tomorrow.

Company Eligibility Criteria *

1. *Company must be registered with HRDF*
2. *Company must fall within HRDF's definition of SME category:*
 - *Manufacturing ≤ 200 employees*
 - *Services ≤ 75 employees*
3. *Company must have a minimum HRDF levy balance of RM 15,000 in their account*
4. *Only for those SMEs Company that never involved in this TNA-SME Scheme before*

ACT TODAY!

We strongly recommend eligible employers to take up this offer.

Please complete the attached form (Appendix A); indicating your interest to participate in this complimentary SME TNA Consultancy Scheme.

To register and for further information kindly contact:

Mr. Tony at 018 3803877

Email: admin@sharacdan.com.my

Sharacdan Business Consultants Sdn Bhd (524933-X)
Suite 986, Level 9, Block A1, Leisure Commerce Square,
JalanPJS 8/9 46150 Petaling Jaya Selangor

FREE
Consultancy
Scheme*