

# *TNA Process Management*



- Training target group with association of compulsory courses for each target group within the organization.
- Individual person or employees assignment to training target group.
- Usage of persons' competencies gap obtained from competency review exercise to identify training needs requirement. User has the option to indicate gap range to address for each TNA process.
- Perform Auto Identification of Training courses, to address competencies gap.
- Base on Auto Identification result, user can obtain the number of sessions needed for each course title to be run and estimated total training costs for the year.
- Estimated total training costs identified can be used as the basis for the year's training budgeting exercise.
- Identified total number of sessions needed for each course created can be used as the basis for creating the mock up training schedule.
- Inclusion of compulsory courses to be included into each TNA process.
- Maintenance of suggested training courses resulted from the auto-identification process, to address individual's competencies gap.
- Option for other modes of addressing besides training courses e.g. On The Job training, etc.
- Auto nomination of each person training needs to the mock up training schedule. Auto nomination will serve to ensure person's training will not overlap and well spread.
- Amendment of training dates nominated by the system due to incumbent's wishes dates or HOD wishes dates.
- Auto validation for incumbent's indicated training dates can be fulfilled by the mockup schedule. System will highlight if indicated training dates overlap and whether additional sessions are needed to fulfill the requirement.
- Convert finalized schedule to be the Training Development Implementation Plan (TDIP) for the year.
- Integration of TDIP to Training Administration module for training event management.
- TNA identified courses summary report.
- TNA identified courses competencies percentage summary by grade report.
- TDIP detail report by location, grade and person.
- Mockup schedule calendar.
- TNA identified course cost summary by course category and grade analysis.

The Philosophy of Continuous Improvement...

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CONTINUOUS IMPROVEMENT