

A close-up photograph of a person's hands typing on a laptop keyboard. The person is wearing a blue button-down shirt. The image is overlaid with white geometric shapes and text.

LEARNING NEEDS
ANALYSIS



RETURN ON INVESTMENT (ROI) ON HUMAN CAPITAL INVESTMENT

7 - 8 AUGUST 2024

A yellow circular icon with a black exclamation mark inside, indicating a warning or deadline.

DEADLINE TO REGISTER

10 July 2024

OVERVIEW

Training Needs Analysis (TNA) typically arises in response to organisational challenges, primarily centred around performance gaps. In these scenarios, addressing the issues often involves implementing training solutions. This is where the significance of training needs analysis becomes evident. The process involves identifying the disparities between the existing and desired knowledge, skills, and attitudes (KSAs) required for a particular job. Through this analysis, organisations can pinpoint areas for improvement and tailor training programmes to bridge the identified gaps.

OBJECTIVES

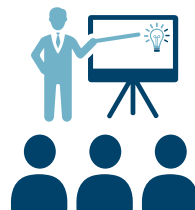
- Define the common training process Flow Knowledge.
- Comprehend the important of TNA knowledge.
- Display the TNA framework activities skills.
- Choose appropriate TNA methodology that suite to their organisation skills.
- Identify the importance of measuring the training effectiveness attitude.
- Develop the skills and knowledge on method of evaluation.
- Exploring the level of evaluation using Kirk Patrick Model.

WHO IS THIS PROGRAMME FOR?

- Head of Departments
- Executives
- Supervisors
- Leaders
- Those who have subordinates

METHODOLOGY

- Face-to-face
- Lecture, group discussion, etc



PROGRAMME DETAILS

DATE	TIME
7 - 8 August 2024	8:00 am - 12:00 pm 1:30 pm - 4:30 pm

***Subject to change

Please refer to www.bilif.com.bn for the latest updates***

PROGRAMME OUTLINE

MODULES	TOPICS
Module 1	Overview Training Flow
Module 2	TNA Framework
Module 3	The TNA 4 Phases Overview
Module 4	The Importance of Measuring of Training Effectiveness
Module 5	Kirk Patrick Evaluation Tool
Module 6	Measuring Training ROI Based on KPI (Achievement)
Module 7	Measuring ROI Based on Monetary

PROGRAMME LEADER

Haji Azmi Haji A. Bakar

Haji Azmi Haji A. Bakar has more than 16 years of hands on experience in Human Resources and Training and Development. He holds a Masters in Human Resource Management from St. Clement University, U.K.

Haji Azmi has held various Senior Management position in large multi-national manufacturing companies such as Taiko Electronics, Sharp Manufacturing, GP Batteries, Schick-Warner Lambert, Flextronics Industries Malaysia and Mico Chipboard Berhad.

Haji Azmi has been extensively involved in training and development for the past 17 years. He has conducted many public and in-house training for companies such as BERNAMA, Perodua, UMW Toyota, Unilever, Mitsumi Electric, BASF Petronas, Proton, Sabah Electric, Sacofa, Sarawak General Hospital, JKR Sabah, Kenanga Investment Bank, Lafarge Cement, MTBE Petronas, Lucas automotive, Sime Tyres International, Summi Rubber, Sarawak Hydro, Faber, Maybank Venture, INTAN, Universiti PUTRA, Naza automotive, UEM, Tenaga Nasional, WR Grace, Flexsys Chemical, Mechma boiler, Sharp Manufacturing, Wearnes Electronics, SMK Electronics, Kenwood, Tryotech, Pasir Gudang Edible Oil, Grandbank Yatch, Time Telecom, Intan, Kmenterian Kewangan, MMI industries, H&R Johnson, Pelabuhan Tanjung Pelepas, West Port, Lembaga Pelabuhan Kelang, Penang Port, Yamaha Electronics, GP Doors, Malaysian Galvanized, KOMAG, Pioneer, Bridgestone, Bank Industri, Sebuu Berhad Sarawak, Nestle, Kementerian Pertahanan Brunei and etc.

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7 - 8 August 2024



To apply for the programme, please email your completed form to askSEED@bilif.com.bn by 10 July 2024.

CATEGORIES	STAKEHOLDERS	NON-STAKEHOLDERS
FEE	<input type="checkbox"/> \$ 1,600.00	<input type="checkbox"/> \$ 1,800.00

By completing and signing this form, you hereby agree to the terms and conditions below:

Full Name: IC Number:
Position: Department:
E-mail: Phone:

Full Name: IC Number:
Position: Department:
E-mail: Phone:

Full Name: IC Number:
Position: Department:
E-mail: Phone:

APPROVING OFFICER

Name: Email:
Position: Department:

Please email the invoice to:

Signature and Company's Stamp

Terms and conditions:

Cancellation Policy:

- All cancellation must be submitted to BILIF in writing either by letter or email.
- Any cancellation received 30 days or more prior to the training date will incur a cancellation fee of 10% of the programme fee.
- Cancellation received 8 - 14 days to the training date will incur a cancellation fee of 50% of the programme fee.
- Cancellation of registrations received 7 days or less from the date of training or if the delegate fails to attend the training, he/she will be considered as 'no show' and is subjected to 100% of the programme fee.
- BILIF welcomes and accepts replacement of participants up until a day before the training commences.

Other terms:

- Participants must complete all scheduled sessions and activities for them to receive the certificate of attendance/ completion.
- Payment must be made upon receipt of invoice issued by BILIF.
- BILIF reserves the right to amend, change or cancel the programme at any given time. We will immediately notify participants and organisations if any such changes are to be made.

ABOUT BRUNEI INSTITUTE OF LEADERSHIP AND ISLAMIC FINANCE

Brunei Institute of Leadership & Islamic Finance (BILIF) was established in 2010 as the Centre of Excellence for the finance industry in Brunei Darussalam, providing high-quality learning solutions, including signature and collaborative events for human capacity development in the areas of Islamic finance and leadership.

Under the purview of Brunei Darussalam Central Bank (BDCB), BILIF plays a fundamental role in Pillar 5 of Brunei Darussalam Financial Sector Blueprint 2016-2025 in raising financial industry standards, especially in the areas of Islamic finance.

All of our programmes are accredited by Brunei Darussalam National Accreditation Council as Value Added Qualifications. Since its inception, BILIF has conducted 809 programmes and 83 events for more than 16,900 participants, including a suite of Virtual Instructor-Led Training (VILT) programmes and online events (as of December 2023).

BILIF has forged strategic partnerships with local and international organisations over the past 10 years which have allowed us to bring professional programmes, expertise and opportunities to shape future leaders, experts and innovators, particularly in the areas of Islamic finance and leadership. Amongst these strategic partners include The London Institute of Banking & Finance (LIBF), United Kingdom; the Accounting and Auditing Organization for Islamic Financial Institutions (AAOIFI) and Bahrain Institute of Banking and Finance (BIBF), Bahrain; Islamic Development Bank Institute (IsDBI), Kingdom of Saudi Arabia, Singapore

Management University (SMU), Singapore and INCEIF University, Malaysia. Locally, BILIF has also partnered with two of the top higher education institutions in Brunei Darussalam; Universiti Brunei Darussalam (UBD) and Universiti Sultan Sharif Ali (UNISSA) in our joint efforts to impart invaluable knowledge and skills for students and professionals in not only finance but also other private and government sectors.

Appointed by BDCB, BILIF is the official licensing examination centre for Financial Planning Practitioners' Programme (FPPP) and the Qualifying Examination for Insurance/Takaful Agents (QEFITA). BILIF is also the official examination centre for all examinations under Chartered Institute for Securities & Investment (CISI), UK; Chartered Bankers Institute (CBI), UK; International Compliance Association (ICA) and AAOIFI. BILIF has also recently been accepted as a Pearson Vue Authorised Test Centre which can house more than hundreds of examinations such as Certificate in Climate Risk, Certified Internal Auditor® (CIA®) and Certified Associate in Project Management (CAPM), amongst others.

BILIF has received multiple accolades including the "Best Emerging Islamic Finance Training Institution – Brunei 2021" from the International Finance Awards 2022; "Best Islamic Finance Education & Training Brunei 2021" from the Global Banking & Finance Awards® and "Global Good Governance (3G) Human Resource Development Award 2022" received at the 7th Annual 3G Awards Ceremony. BILIF was also awarded its third "GIFA Excellence Award (Islamic Finance Training & Education) 2022, which has been previously received in 2019 and 2021.

83

Events

809

Programmes
and Examinations

16,900+

Participants

INTERNATIONAL AWARD WINNING INSTITUTE





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for any enquiries

askSEED@bilif.com.bn

*Alternatively, you can also WhatsApp us at
+673 8271140 to learn more about our offerings*