

**TRAINING NEEDS ANALYSIS (TNA) FORM/BORANG ANALISA KEPERLUAN LATIHAN****Particulars of Staff/Maklumat Staf**

<b>Name&gt;Nama</b>	
<b>Position and Grade Jawatan dan Gred</b>	
<b>Station/Stesen</b>	

**Section A: Current Role and Competencies/Peranan Sekarang dan Kompetensi**

1. Key responsibilities of your role/Tanggungjawab utama dalam tugas anda:

--

2. What skills or knowledge you need to improve or develop? List the skill/knowledge required according to priority/  
Kemahiran atau pengetahuan yang perlu anda tingkatkan? Senaraikan keperluan kemahiran/pengetahuan mengikut urutan keutamaan.

<b>Type Of Skill/ Jenis-Jenis Kemahiran</b>	<b>Skill Required/Kemahiran Diperlukan</b>
Technical/Teknikal	1. 2. 3.
Management/Pengurusan	1. 2. 3.
<b>Type Of Knowledge/ Jenis-Jenis Pengetahuan</b>	<b>Knowledge Required/Pengetahuan Diperlukan</b>
Technical/Teknikal	1. 2. 3.
Management/Pengurusan	1. 2. 3.

**Section B: Identified Training Needs (To be filled by the staff)/  
Kenalpasti Keperluan Latihan (Untuk diisi oleh staf)**

Please identify the training based on the skill/knowledge required/  
Sila kenalpasti keperluan latihan berdasarkan kepada kemahiran/pengetahuan yang diperlukan.

1	
2	
3	
4	

**Section C: Comment/Approval by Controller/Deputy Controller/Head of Division/  
Head of NREB Divisional Office/  
Ulasan/Kelulusan oleh Controller/Timbangan Controller/Ketua Bahagian/  
Ketua Pejabat NREB Bahagian**

1. Do you agree with the training needs identified by the staff?/  
Adakah anda bersetuju dengan cadangan latihan yang telah dikenalpasti oleh staf?

Yes		Comments:
No		

2. Other training recommended (if any)/Lain-lain latihan yang dicadangkan (Jika ada).

--

**Signature/Tandatangan:** \_\_\_\_\_ **Date/Tarikh:** \_\_\_\_\_

**Name>Nama:** \_\_\_\_\_

**Designation/Jawatan:** \_\_\_\_\_