

TRAINING NEEDS ANALYSIS (GRADES:C29/C32/C38/C40) (BORANG KEPERLUAN LATIHAN)

A. PARTICULARS OF STAFF (MAKLUMAT STAF)

Name (Name)	
Post/Grade (Jawatan/Gred)	
Section /NREB Office (Seksyen/Pejabat NREB)	

B. ASSESSMENT ON INDIVIDUAL (PENILAIAN INDIVIDU)

SCALE FOR INDIVIDUAL ASSESSMENT (SKALA PENILAIAN INDIVIDU)

- 1 - *Low/Rendah* - Limited competency/Kompetensi Rendah
- 2 - *Moderate/Sederhana* - Demonstrate some competency/Menunjukkan kompetensi tertentu
- 3 - *Good/Baik* - Demonstrated competency and can perform task independently/Cekap dan boleh melaksanakan tugas tanpa bimbingan
- 4 - *Expert/Mahir* - Have in-depth competency. Can lead and direct others to perform/Pakar dan boleh membimbing staf lain

SCALE FOR GAP (SKALA PERBEZAAN)

- 1 - Less Required/Kurang Diperlukan
- 2 - Moderately Required/Sederhana Diperlukan
- 3 - Required/Diperlukan
- 4 - Highly Required/Sangat Diperlukan

LEVEL/PERINGKAT					
Task/Tugas	Expected/Keperluan	Assessment/Penilaian			
		Self-Assessment/ Penilaian Oleh Staf	Supervisor Assessment/ Penilaian Oleh Penyelia	Average/ Purata	Gap/Perbezaan
	A	B	C	D = (B+C)/2	E = A - D
Scale/Skala	1 - 4				
Knowledge (Pengetahuan)					
How do you rate yourself in terms of the following knowledge/Bagaimanakah anda menilai diri anda untuk pengetahuan berikut:					
a. Environmental Laws/Undang-Undang Alam Sekitar	4				
b. Environmental Management/ Pengurusan Alam Sekitar	4				
c. EIA Policy and Guidelines/Polisi EIA dan Garispanduan	4				
d. Environmental Monitoring/Pemantauan Alam Sekitar	4				
e. Environmental Reporting/Pelaporan Alam Sekitar	4				
f. Quality – MS ISO, KIK, EKSA/Kualiti	4				
g. Corruption Risk Management/ Pengurusan Risiko Rasuah	4				

Task/Tugas	Required/ Diwajibkan	Assessment/Penilaian			
		Self-Assessment/ Penilaian Oleh Staf	Supervisor Assessment/ Penilaian Oleh Penyelia	Average/ Purata	Gap/ Perbezaan
	A	B	C	D = (B+C)/2	E = A - D
Scale/Skala	1 - 4				
Skill (Kemahiran)					
How do you rate yourself for the following skill/ <i>Bagaimanakah anda menilai diri anda untuk kemahiran berikut:</i>					
a. Management/Pengurusan	4				
b. Technical/Teknikal	4				
c. Computer/Komputer	4				
d. Writing/Penulisan	4				
e. Decision Making/ Membuat Keputusan	4				
f. Presentation/Persembahan	4				
g. Communication/Komunikasi	4				
Attitude (Sikap)					
How do you rate yourself in term of the following attitude/ <i>Bagaimanakah anda menilai diri anda untuk sikap berikut:</i>					
a. Integrity/Integriti	4				
b. Timeliness/Menepati masa	4				
c. Innovative & Creative/ Inovatif & Kreatif	4				
d. Positive Attitude/Bersikap Positif	4				
e. Approachable/Mudah didekati	4				
f. Decisive/Tegas	4				
g. Tolerance/Toleransi	4				
h. Adaptability/Kebolehsuaian	4				

Signature of Staff/*Tandatangan Staf:* _____ *Date/Tarikh:* _____

C. ACTION PLAN (PELAN TINDAKAN) – TO BE FILLED BY UNIT HEAD/SECTION HEAD/DEPUTY CONTROLLER (DIISI OLEH KETUA UNIT/KETUA SEKSYEN/TIMBALAN CONTROLLER)

Please identify the training required over the next 12 months based on the training gap:

Sila kenal pasti latihan yang diperlukan dalam tempoh 12 bulan akan datang berdasarkan jurang latihan:

NO	COMPETENCY	TRAINING (LATIHAN)

Signature/Tandatangan : _____ Date/Tarikh : _____

Name>Nama : _____

Designation/Jawatan : _____

D. ENDORSED BY SECTION HEAD/HEAD OF NREB OFFICE/DEPUTY CONTROLLER/CONTROLLER (DILULUSKAN OLEH KETUA SEKSYEN/KETUA PEJABAT NREB/TIMBALAN CONTROLLER/CONTROLLER)

Signature/Tandatangan : _____ Date/Tarikh: _____

Name>Nama : _____

Designation/Jawatan : _____

NO	TYPES OF TRAINING
1	Environmental Laws – EQA, Water Ordinance, Forestry Ordinance, Parks and Green Ordinance, Mining Ordinance, Wildlife and National Park Ordinance
2	EIA (Prescribed Activities) Order
3	NREB (Audit) Rules 2008
4	FDRS Rules
5	Compounding of Offenses Rules
6	EIA Guidelines
7	EIA Guidelines for Agricultural development, Forestry and Quarry Mining
8	Establishment of Sanitary Landfill
9	Safe closure on the sanitary landfill
10	Criminal Procedure Code (CPC)
11	Compounding of Offenses Rules
12	Investigation and Prosecution
13	Forensic photography
14	Investigation Paper write-up
15	Specific offenses under NREO
16	Financial Management
17	Understanding Finance for Non-Financial Manager
18	Quality System – e.g. MS ISO 9001:2008, ISO 14001
19	<i>Kumpulan Inovatif dan Kreatif (ICC)</i>
20	<i>Amalan Persekitaran Berkualiti</i>
21	Presentation
22	Communication
23	Leadership
24	Motivation
25	Emotional Intelligence (EQ)
26	Integrity
27	Strategic Planning
28	Microsoft Power Point
29	Microsoft Excel
30	Microsoft Words

Note:

Staff may indicate other types of trainings required besides the trainings listed in the above list. Staf boleh menyenaraikan kemahiran atau latihan lain yang diperlukan selain daripada yang terdapat di dalam senarai tersebut di atas.