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## EMPLOYEES COMPETENCIES AND TRAINING NEEDS ANALYSIS IN ORGANIZATION

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### ABSTRACT

High performing employees are the assets to the organisation in corporate and public sectors. They entirely contribute to the organisation performance and business growth. Employers need high motivated employees that can get the job done to achieve the organisation goals. Besides, successful employees build a great work environment, consistently feel good in making positive progress and establish encouraging team trends to increase overall productivity as well as business objectives. It is essential for employers to organize continuous effective training program for employees to develop required knowledge, skills, positive attitude and ability to do the jobs. The resources spent on training are overwhelming, given not all organisation are ready to incur high cost. Sometimes training can be effective or ineffective to employees. Overly training can give adverse impact and diminish its credibility. Simultaneously, inadequate training will potentially create performance deficiencies. Poor training program will prevent employees to focus on jobs, less committed and demoralize with existing jobs. Therefore, this study is to examine the relationship between employees competencies and training needs analysis among employees of Amanahraya Trustees Berhad (ART). The independent variables are (1) product knowledge, (2) language and communication, (3) information technology, (4) behavioral, (5) customer oriented, (6) leadership, (7) analytical skill, and (8) creative and innovative whilst training needs analysis is a dependent variable. For this study, we will prepare a set of questionnaires and distribute to all ART's employees as respondents via google or Microsoft forms. This study will employ multiple regression data analysis to generate results. The study expects there is a significant relationship between employee competencies and training needs analysis.

Keywords: Training needs analysis, Needs assessment