

PLAN Training Needs Analysis with AI for Future-Ready Learning

Are you struggling to align training with real business impact? Most programs fail not due to poor delivery, but because the actual need was never clearly identified. This high-impact workshop introduces **PLAN** — a powerful, AI-enhanced modern framework to **Predict, Learn, Assess, and Nurture** your TNA process. In just one day, gain the tools and confidence to uncover real performance gaps, design data-driven learning solutions, and deliver measurable results that truly matter.

Why Join This Workshop?

This practical, 1-day workshop teaches you how to **use AI dashboards, data insights, prompt engineering** to design sharper, smarter, and more strategic learning solutions. Whether you're an **HR practitioner, adult educator, curriculum developer**, or **learning solutionist**, this session gives you the skills, tools, and confidence to make TNA your superpower. *(PLAN - Predict emerging needs, learn from data and observations, assess learning gaps with empathy, and nurture personalized learning experiences by Dr Tommy Tan, 2025)*

You Will Learn How To:

- Use the **PLAN TNA Framework** to assess business, performance, and learner needs
- Apply **AI tools** to analyse qualitative and quantitative training data
- Conduct structured interviews using a ready-made stakeholder question bank
- Visualize performance gaps using real-time dashboards
- Recommend **training and non-training solutions** with evidence
- Build a complete TNA project plan in a day

Who Should Attend?

- HR and L&D Managers
- Adult Educators & Corporate Trainers
- Curriculum Developers & Instructional Designers
- Learning Solutionists & Capability Builders

What You'll Get:

- PLAN TNA Toolkit (Templates, Checklists, Case Scenarios)
- AI TNA Quick Guide for Learning Professionals
- Certificate of Completion

Training Venue:

Lifelong Learning Institute, 11 Eunos Rd 8, Singapore 408601

Workshop Agenda Highlights

Time	Module	Focus	Activities	Outcomes
09:00 – 09:30	Welcome & Orientation	Introduce PLAN framework, set learning goals, participant introductions	Icebreaker: "Your biggest TNA challenge"	Shared understanding of goals and real-world relevance
09:30 – 10:45	M1: Predict	Clarify purpose, scope, business context, stakeholder roles	Case scenario: Stakeholder map, scoping checklist	Clear TNA purpose and stakeholder alignment
10:45 – 11:00	Break	Conversational Break		
11:00 – 12:30	M2: Learn	Identify business, performance, learning, and learner needs	Guided role-play: Stakeholder interview simulation	Ability to define and categorize needs using PLAN structure
12:30 – 13:30	Lunch Break			
13:30 – 15:00	Module 3: Assess	Use AI to process and analyse qualitative and quantitative data	AI dashboard demo, TNA insights exercise	Practical skills in using AI for pattern detection and root cause analysis
15:00 – 15:15	Break	Conversational Break		
15:15 – 16:15	M4: Nurture	Formulate data-based recommendations and action plan	Drafting TNA plans; training vs non-training recommendations	Completed TNA draft plan with actionable insights
16:15 – 17:00	Group Sharing & Close	Peer feedback, facilitator guidance, digital toolkit access	3-minute mini-TNA presentations, group reflections	Certificate award and PLAN TNA Toolkit distribution

Course Fees:

Participant's Profile	Full Course Fee	Less Training Grant	Nett Amount Payable
Singapore Citizen >=40 years	\$ 1400.00	-\$ 850.00	\$ 550.00
Singapore Citizen 21-39 years/ Spore PR >= 21 years	\$ 1400.00	- \$ 700.00	\$ 700.00

Training Dates: 17th November 2025, Monday (9am – 5pm | 7 hours)

Join us for an exciting, hands-on workshop where you'll master PLAN Training Needs Analysis with AI to design future-ready learning that meets industry demands, drives impact, and delivers measurable results!

Register Now to Secure your Spot!

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Research and Consulting Lead: Bridging Academic Insights with Practical Solutions towards Workforce Sustainability and Leadership Excellence

Workshop Facilitator



Tommy Tan is a renowned Performance Consultant and HR Strategist with over 25 years of experience in talent management, organizational learning, and strategic workforce development. Throughout his career, he has led impactful Training Needs Analysis (TNA) initiatives across various industries, helping organizations drive measurable improvements in productivity, employee engagement, and performance excellence. His strategic insight and practical approach make him a trusted partner in aligning learning with business success.

Known for his **fun, energetic, and engaging facilitation style**, Dr. Tommy brings a unique blend of professional depth and human warmth to every workshop. His sessions are highly interactive, practical, and filled with real-world insights, making learning both enjoyable and transformational. He is passionate about **digital transformation, innovation, and the power of people-centered learning**.

Dr. Tommy's mission is to empower HR leaders, adult educators, and learning professionals to align talent development with business strategy by integrating AI-driven insights, building future-ready cultures where people and performance thrive.