

# TRAINING NEEDS ANALYSIS

## Introduction

A Training Needs Analysis (TNA) is a systematic form of investigation of training needs within an organisation. It is an essential part of a process which integrates training with the business or the development plans of an organisation.

The TNA should be revisited during the life of its period to ensure the training provision remains relevant.

## Learning Outcomes

Learn the elements that are required in TNA and the scope of the assessments;

1. Identify when is the best time to conduct a TNA, who will conduct it, and how to proceed with the assessments;
2. Design the organization's training calendar;
3. Design training programs that lead to specific purpose improvement initiatives; and
4. Identify training & development needs of individual employee.

## Course Outline

### 1. Introduction – Qualitative Methods for TNA Evaluation

### 2. Needs Analysis

### 3. Techniques to Conduct & Carry out Analysis

### 4. Designing the TNA

### 5. Considerations:

- Organization's goals & objectives
- Employee's KPIs
- Employee's performance
- Employee's role and responsibilities
- Feedback from others
- Employee's career aspirations

### 6. Skills to conducting TNA effectively

### 7. Communicating Results

## Facilitator

**Sajni Dharamdass**

Duration : 2 days