

## TRAINING NEEDS ANALYSIS (TNA)

You can use this form to help you identify and record the training needs of your individual employees.

| EMPLOYEE NAME:                   |                                       | POSITION                 |  | TNA DONE BY:   |               |   |
|----------------------------------|---------------------------------------|--------------------------|--|--|---------------|---|
| Major tasks of position          | Training/skills development required? |                          | If yes, identify what training needs exist | How will this be achieved?<br>(eg on the job, external training) | When ?        | Who to organise?<br>Training provider?        |
|                                  | Y                                     | N                        |  |  |               |   |
| <insert major tasks of position> | <input type="checkbox"/>              | <input type="checkbox"/> | <insert training needs, if any>            | <insert how this will be achieved>                               | <insert when> | <insert who is going to deliver the training> |
|                                  | <input type="checkbox"/>              | <input type="checkbox"/> |  | eg on the job, external training                                 |               |   |
|                                  | <input type="checkbox"/>              | <input type="checkbox"/> |  |  |               |   |
|                                  | <input type="checkbox"/>              | <input type="checkbox"/> |  |  |               |   |
|                                  | <input type="checkbox"/>              | <input type="checkbox"/> |  |  |               |   |

What do we want to achieve in the period ahead?

<insert comments>

Where do you/we see your career progressing in the next two years?

<insert comments>

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How are we going to make this happen?

<insert comments>

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What will you need from the company to help you to reach your career goals?

<insert comments>

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