# 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?**  **(eg on the job, external training)** | **When?** | **Who to organise?**  **Training provider?** |
| Y | N |
| <insert major tasks of position> |  |  | <insert training needs, if any> | <insert how this will be achieved> | <insert when> | <insert who is going to deliver the training> |
|  |  |  |  | eg on the job, external training |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 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> |
|  |
| What will you need from the company to help you to reach your career goals? |
| <insert comments> |
|  |