

# Training Needs Analysis (TNA)

The purpose of a Training Needs Analysis is to identify the training needs to improve performance.

## **How to complete this form**

1. Enter the tasks that are required to be done as part of the job role. If it is a new position refer to the job description for the task requirements.
2. For each task select its level of importance. If it is a new position you may need to discuss this with the manager and head of section as well as the employee.
3. For each task identify the competency level, using the information in the table below to decide which competency level to choose.
4. Having reflected on the importance of the task and competency level identify any training that would be beneficial.

EXPERT:	Has specialist level of knowledge, understanding and application of the task. Viewed by others as an expert, can train others in this task and can apply expertise to other tasks and functions.
ADVANCED:	Has highly developed knowledge, understanding and application of the task. Can train others in this task.
PROFICIENT:	Has detailed knowledge, understanding and application of the task. Requires minimal guidance to complete the task and can complete it successfully. Can offer some support relating to this task to others.
BASIC:	Has basic knowledge and understanding of the task. Often requires some guidance or supervision when completing the task. Can discuss the relevant terminology and concepts associated with the task.
LIMITED:	Has limited knowledge and understanding of the task. Requires instructions and supervision to complete the task. Lacks the confidence to join in discussions about how to carry out the task.

