Training Needs Analysis

What is it? Why do we need it?
Training Needs Analysis (TNA) is the process that you engage in to discover the training and development needs of people so that they can carry out their job effectively and efficiently, and also to continue to grow and develop their careers.

TNA covers a range of approaches to the process. At one end of the scale, a TNA can mean a comprehensive analysis of all training and development needs across an entire organisation. TNA can also be used, however, to describe a detailed analysis of one individual's training and development requirements.

If carried out effectively, TNA will have many positive effects for the organisation, teams and individuals, as the training which follows as a result of the TNA should be relevant and meet their needs.

Why analyse your development needs?
The pace of change in the global economy is now so fast that most organisations understand the need for focused development and training programmes. The competence of staff is critical in gaining and keeping competitive advantage.

If the development needs of organisations, teams and individuals are neglected, this carries real risks for the organisation's survival. The lack of an effective training programme not only wastes resources on training that may be outdated and will not make a difference, but also creates gaps in both the skills and competencies of employees at all levels in the organisation.

TNA as part of the appraisal process at Greenwich
As part of the appraisal process staff are encouraged to consider their training and development needs (together with their line-manager), to ensure they are able to meet their agreed objectives for the following year and also in order to grow and develop their careers. The appraisal cycle now ends in July and each Faculty/School/Office is required to submit a summary of their training and development needs to the Learning and Development Team. Where appropriate this information informs future programme development.

There are a range of helpful tools to help you to analyse your training and development needs and those of your staff if you are a manager.