

## 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
Major tasks of position	Training/skills development required?		If yes, identify what training needs exist	How will this be achieved? (e.g. on the job, external training)	When ?
	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>
	<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>

How are we going to make this happen?

<insert comments>