

## Training Needs Analysis (TNA)

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

### How to complete this form

1. Enter the tasks that you are required to do as part of your job role. If you are in a new position refer to your job description for the task requirements.
2. For each task select its level of importance. If you are in a new position you may need to discuss this with your manager.
3. For each task identify your 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 your competency level identify any training that you think would be beneficial for you and your employer.

EXPERT:	You have a specialist level of knowledge, understanding and application of the task. Others see you as an expert, you can train others in this task and you can apply your expertise to other tasks and functions.
ADVANCED:	You have highly developed knowledge, understanding and application of the task. You can train others in this task.
PROFICIENT:	You have detailed knowledge, understanding and application of the task. You require minimal guidance to complete the task and can complete it successfully. You can offer some support relating to this task to others.
BASIC:	You have a basic knowledge and understanding of the task. You often require some guidance or supervision when completing the task. You can discuss the relevant terminology and concepts associated with the task.
LIMITED:	You have limited knowledge and understanding of the task. You require instructions and supervision to complete the task. You lack the confidence to join in discussions about how to carry out the task.

Employee Name:	
Position:	

Date of TNA:	
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Importance Key: 1 = Limited Importance, 2 = Fairly Important, 3 = Important, 4 = Very Important

Competency Key: E = Expert, A = Advanced, P = Proficient, B = Basic, L = Limited

Task	Level of Importance				Level of Competency					Training Requested	Training Agreed	
	1	2	3	4	E	A	P	B	L			