

## About Training Needs Analysis (TNA)

Training Needs Analysis is a structured way of comparing existing skills and competencies with the skills you want people to have, and helping you plan what training is required. A TNA helps you identify skill gaps and can also be used to help build a business case for the training you require.

We suggest the following questions to map what you already know (and what you don't). Use these questions to ask potential training participants, service heads and other stakeholders for their input.

What training do you think individuals need?
What training do people think they need?
What training are they interested in?
How will these new skills be applied?
What type of training do they prefer?
How can their training needs best be addressed?