# 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 done by: |
| --- | --- | --- |
| Major tasks of position  | Training/skills development required? | If yes, identify what training needs exist | How will this be achieved?(eg on the job, external training) | When? | Who to organise?Training provider? |
| Y | N |
| <insert major tasks of position> | [ ]  | [ ]  | <insert training needs, if any> | <insert how this will be achieved> | <insert when> | <insert who is going to deliver the training> |
|  | [ ]  | [ ]  |  |  |  |  |
|  | [ ]  | [ ]  |  |  |  |  |
|  | [ ]  | [ ]  |  |  |  |  |
|  | [ ]  | [ ]  |  |  |  |  |
| 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> |
|  |
| What will you need from the company to help you to reach your career goals? |
| <insert comments> |
|  |