

# Training Needs Analysis Fact Sheet

## The TNA Toolbox Process

The **TNA Toolbox** is an **organisational analysis**, which means an analysis related to the needs of the organisation as a whole. It identifies where training should be used to achieve organisational goals, objectives, targets and business plans.

Furthermore, the TNA Toolbox is a **problem-based approach**, where a business problem or challenge is analysed into its fundamental parts and appropriate training related responses are formulated.

In order to achieve this, the Skills Alliance utilises the **TNA Toolbox Software**.

This TNA Toolbox Software links with current national units of competency and produces a thorough 'TNA Report', which will help identify opportunities for gap training and Recognition of Prior Learning.

The TNA Toolbox is an excellent tool for performing a company's Training Needs Analysis. However, the usefulness of the report very much depends on the quality of the data input and the eagerness to change of everyone involved.

Therefore clear open and honest communications are of outmost importance to the success of this analysis.



### PROCESS FOR THE TNA TOOLBOX

1. Skills Alliance arranges a meeting at your workplace
2. During this meeting (which will run for approximately 2 hours) we utilise the Toolbox Software to conduct:
  - a root cause/contributors analysis
  - a Training Needs Analysis and
  - a first report
3. Skills Alliance analyses the outcomes of the report further and identifies training needs
4. Skills Alliance arranges a second meeting to discuss the outcomes of the report including recommendations on training
5. Training Objectives are established
6. A Training Plan is established
7. Skills Alliance arranges further meetings if required

#### Contact Us

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