

Introduction to Training Needs Analysis (TNA)

Overview

This course provides the delegate with an insight into the procedures and products of Training Needs Analysis (TNA).

The course is aimed at all personnel requiring an overview of TNA or being introduced to the subject for the first time. The course is designed to enhance the delegate's awareness of TNA, its relationship to Supportability Engineering tasks, what TNA is and does, and who will be involved in the process.

Target Audience

The 1-day course is suitable for anyone who requires a comprehensive introduction to the TNA process, whether they will be involved in TNA work, management or if they need to interface effectively with any element of the TNA function.

Objectives and Utility

To introduce the broad concepts of TNA.

To briefly relate relevant TNA standards to these concepts in order to facilitate the broad understanding of the standards. The delegate will be provided with an overview of each of the TNA tasks. The major analytical techniques used in the TNA process will be discussed. To understand, at a high level, the key management issues as they appertain to TNA, in particular the planning process, the need for an TNA strategy and the requirement to tailor the TNA process.

It is the aim of this course to present TNA concepts in a simple logical manner and to dispel any misconceptions. The course will enable the organisation to increase their TNA effectiveness. The effective application of TNA will result in improved training cost effectiveness and will result in a quality improvement, to both products and service delivery, whilst providing a detailed and logical audit trail supporting all training decisions.

The Training Process

The course begins by establishing the need for training and from this a logical analytical approach to defining training requirements (i.e. TNA). The TNA process is then addressed, at each stage the relevant theory is briefly discussed. This approach ensures that the delegate has a good broad understanding of the concepts and the issues associated with TNA. Because the approach is logical and structured it aids recall and understanding.

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Course Programme

Day 01 - AM

091-P TNA - Introduction

TNA is the identification of training requirements and the most cost effective (the optimum training solution within the available funds) means of meeting those requirements.

A TNA is used where major new developments in policy, legislation, equipment or procedures are likely to impact upon the current training requirement.

This module addresses the following questions:

What is it?
Why is it Done?
What are its aims?
Who carries it out?

The module emphasises the following areas:

The Audit Trail.
Definitions of the Training Plan and Training Implementation Plan.
The source and responsibilities for the supply of documentation and information (Target Audience Descriptions, Training Policy and Sources).

The delegate will know where TNA fits into a project with respect to:

Timing in the Acquisition Process.
Influence of Final Design.

The TNA Link with the Systems Approach to Training (SAT) will be explored and discussed.

Day 01 - PM

098-P The TNA Processes and Products - overview

A n overview of the stages of TNAe. Designed to give the delegate a basic understanding of the procedures and products of TNA. The following stages of the methodology will be addressed:

TNA Phase One - The Scoping Study.
TNA Development - Pt 1 Operational Task Analysis (OTA).
TNA Development - Pt 2 Training Gap Analysis (TGA).
TNA Phase 2 - TNA Development - Pt 3 training Options Analysis (TOA).
TNA Development - Pt 4 Final Report.
TNA Phase 3 - Post Project Evaluation.