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| **Training Needs Assessment (TNA)****‘Gap’ Analysis - Template** |
| ***When?*** | * Annual planning
* Special purpose
* Special event
* Timeframe: -
 |
| ***What?*** |  What is/are the problem(s) to be addressed?1.
2.
 |
| ***Who?*** | Whose training needs?Personnel, prior training / experience *
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 |
| ***How?*** | How identify/assess/analyse/measure? Methodologies: -* Interview
* Survey
* Observation
* Data
 |
| ***Where?*** | Target level of competence - ‘gap’ to be crossed by training > objective(s) |