Candidate:	Mr Sample	TNA Level :	Advanced	Date:	01 Jul 2011

Training Needs Assessment Report

Training Needs Assessment System

Candidate:	Mr Sample	TNA Level :	Advanced	Date:	01 Jul 2011

Candidate (Self) Details
The person who wants to find his training needs.

Candidate Name:	Mr Sample
Department:	Test Dept
Position:	Test Position
Telephone:	111-2222-111
Mobile:	111-111-111
Email:	mrsample@test.com

Manager (Superior) Details
(HR Manager, Training Manager, Supervisor or any
person who will rate the training needs for the candidate)

Manager Name:	Muhammad Tikrity
Department:	Alpha Training
Position:	
Telephone:	
Mobile:	
Email:	

Organization and Contact Information

Contact Name:	Mr Sample	Telephone:	111-222-3333
Organisation:	Test Organization	Mobile:	111-222-1111
Position:	Test Position	Email;	mrsample@test.com

About Training Needs Assessment

Training Needs Assessment (TNA) is a systematic and continuing review of current and foreseeable organisational training needs. TNA provides a realistic basis upon which to plan, program, budget, direct and evaluate a viable training program.

TNA is an essential requirement to the design of effective training. Its main purpose is to identify the gap between current performance and required performance. Skipping over TNA of assessing gaps is one of the root causes driving over 90% learning program failure rate.

Why Training?

Remember that Training Isn't Always the Answer. Solutions to problems are like keys in locks: They don't work if they don't fit. And if the solutions aren't the right ones, the problem doesn't get solved. When designing training programmes ensure that the right medicine is prescribed to the right patient, i.e. that training is tailored to fit the individual employee. So, first make sure that the problem isn't the result of a cause other than a skill or knowledge deficiency.

ISO 10015 Standard is the recent and the latest concept in Training. It is a proven tool to help organisations measure the effectiveness of training, and justify the investment in employee development. The ISO 10015 standard provides guidelines to assist organisations and their managers when addressing issues related to training.

"Why Training?" decision tree (shown below) as illustrated in the ISO 10015 guidelines.
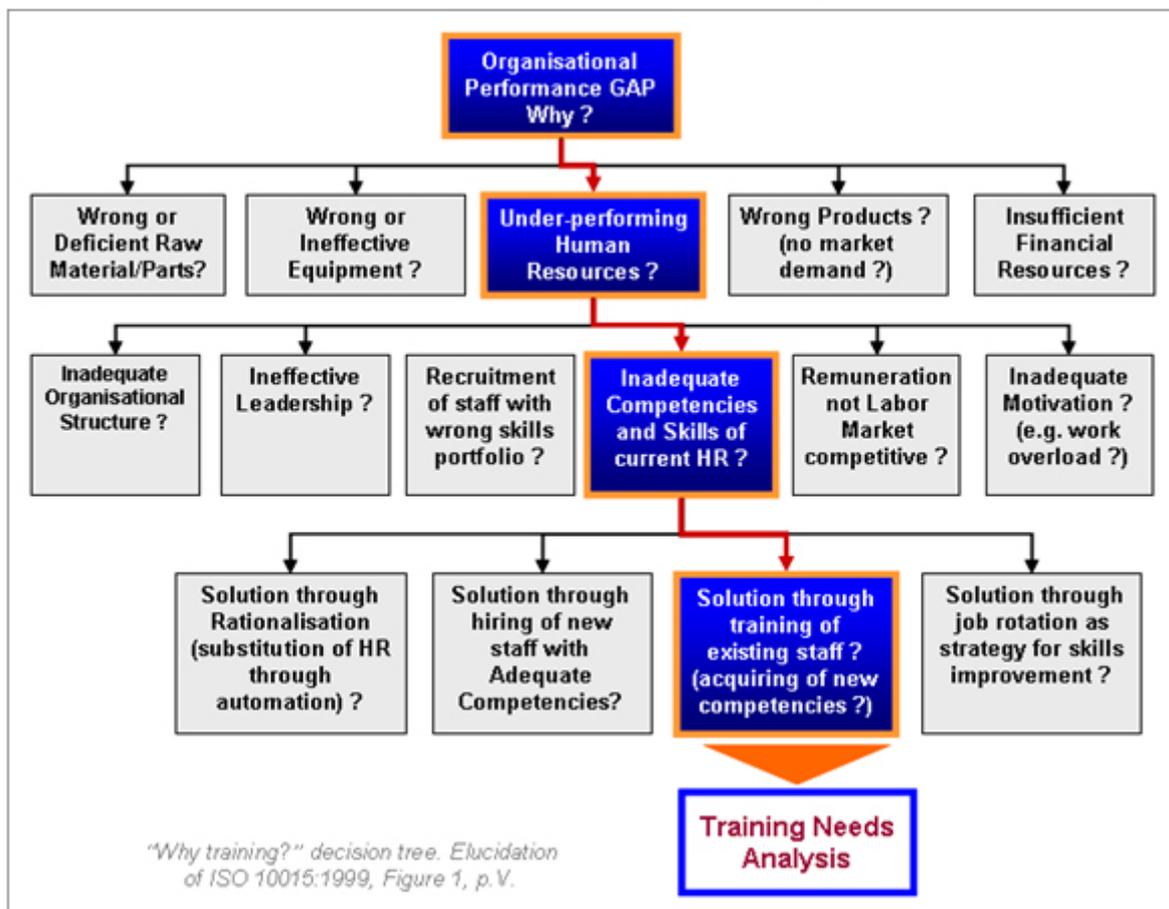
So, use training programs wisely. They can only be a solution if they address the problem.

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Training Needs Assessment Report

TNAS allows for Training Needs Assessment by Self, by Supervisor (or Manager) or by both. Usually top managers require the employee and his or her supervisor to identify what the business needs are for the department and the business, as well as the skill needs and deficiencies of the individual.

On the other side, you (the candidate), more than anyone else, are aware of your weaknesses and performance deficiencies. You are in the best position to identify your own training needs through Self Assessment. Your supervisor or manager may have a different view for your training needs and may opt to assess your needs as well. In this case TNAS generates the results of both assessment: Self assessment and Superior assessment.

After studying the results of TNAS you and your manager start to develop the Individual training and development plan (IDP) to bridge the gaps.

Criteria and Color Code:	
	Adequate competence exists
	Competence exists but further development required
	Major competence gap and should be addresses immediately

Results of Training Needs Assessment

Needed Training	Self Rating	Superior Rating	Average Rating	Notes
Staying on task	20%	50%	35%	
Getting organized	50%	80%	65%	
Using your time wisely	80%	30%	55%	
Set and respect deadlines	20%	20%	20%	
Allocate your time	100%	50%	75%	
Maintain a to-do list	40%	80%	60%	
Taking It Easy	40%	20%	30%	
Stretching Away Tension	10%	20%	15%	
Knowing examples to Lead	50%	50%	50%	
Bravery and Honesty	80%	80%	80%	
Communication	60%	30%	45%	
Passion	20%	40%	30%	

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Training Needs Assessment

Rated By: Self

The TNAS Results

In reviewing the TNAS results, keep the following in mind:

- The results are based on your self-perceptions and may be influenced by a favorable or unfavorable self-image. Others may see you differently than you see yourself.

- The results are indicators as what are your training needs and how much you need them.

- The report does not take into account your background, education or experience. Therefore, the results do not measure your personal effectiveness nor the quality of your job performance; rather, they describe what you feel and think you need to improve your job performance.

- Many of the characteristics described in this report could be assets in some circumstances and liabilities in others. For maximum benefit, your results should be considered in the context of your particular job or work environment.

- Consult your manager, supervisor and colleges and consider their feedback when developing your Individual training and development plan (IDP).

TNAS

Candidate:	Mr Sample	TNA Level :	Advanced	Date:	01 Jul 2011

Training Needs Assessment

Rated By: Superior

Training Needs Assessment System

This is your manager's (or supervisor's) assessment of your training needs.

Your assessment may be close or different from that of manager's assessment. If both assessment are in agreement then you may plan to implement the needed training programmes. If assessments are far from each other you need to discuss the issue with the your manager to find out the reasons for such differences.

In any case remember that Training Needs Assessment is an essential requirement to the design of effective training. The main purpose of training need assessment is to determine whether there is a gap between what is required for effective performance and present level of performance. TNAS helps to determine areas where training is required and highlights the occasions where training might not be appropriate but requires alternative action.

Job Description, Competencies and Training Needs

Rather than focusing on competencies, focus your needs assessment on the performance gap - the difference between what people are (or are not) doing versus what they should be doing - so that you can identify what the performance level should be and can pinpoint relevant solutions.Â

Job tasks tend to differentiate one type or kind of work from another. They tend to set us apart as distinct parts of a process. Job tasks also change and evolve over time, one reason why position classification is a continuing process.

Competencies, on the other hand, are more intangible and abstract. They are more difficult to define precisely. They are also more generic in that they are applicable to a wide variety of situations. And they tend to change less frequently than job tasks.

Please contact Alpha training for more details on Competency Modelling and Competency Library.s

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Training Needs Assessment

Rated By: Both

% Needs for Training

Needed Training Topic:
- Staying on task — 35
- Getting organized — 65
- Using your time wisely — 55
- Set and respect deadlines — 20
- Allocate your time — 75
- Maintain a to-do list — 60
- Taking It Easy — 30
- Stretching Away Tension — 15
- Knowing examples to Lead — 50
- Bravery and Honesty — 80
- Communication — 45
- Passion — 30

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Average Needs Assessment

This is the average assessment of your (the candidate) assessment and your manager's (or supervisor's) assessment.

Your assessment may be close or different from that of superior's assessment. If both assessment are in agreement then you may plan to implement the needed training programmes. If assessments are far from each other you need to discuss the issue with the your manager to find out the reasons for such differences. In this case it may be a good idea to consider the Average Needs to develop your Individual Training and Development Plan (IDP).

The objective of the training plan is to define the strategies, tasks, and methods that will be used to meet the training requirements. The goal of the training plan is to define:

Training Groups
Types of Training
Training Methods and Techniques
Training Budget
Training Schedule
Amount of Time Allotted
Logistical Information

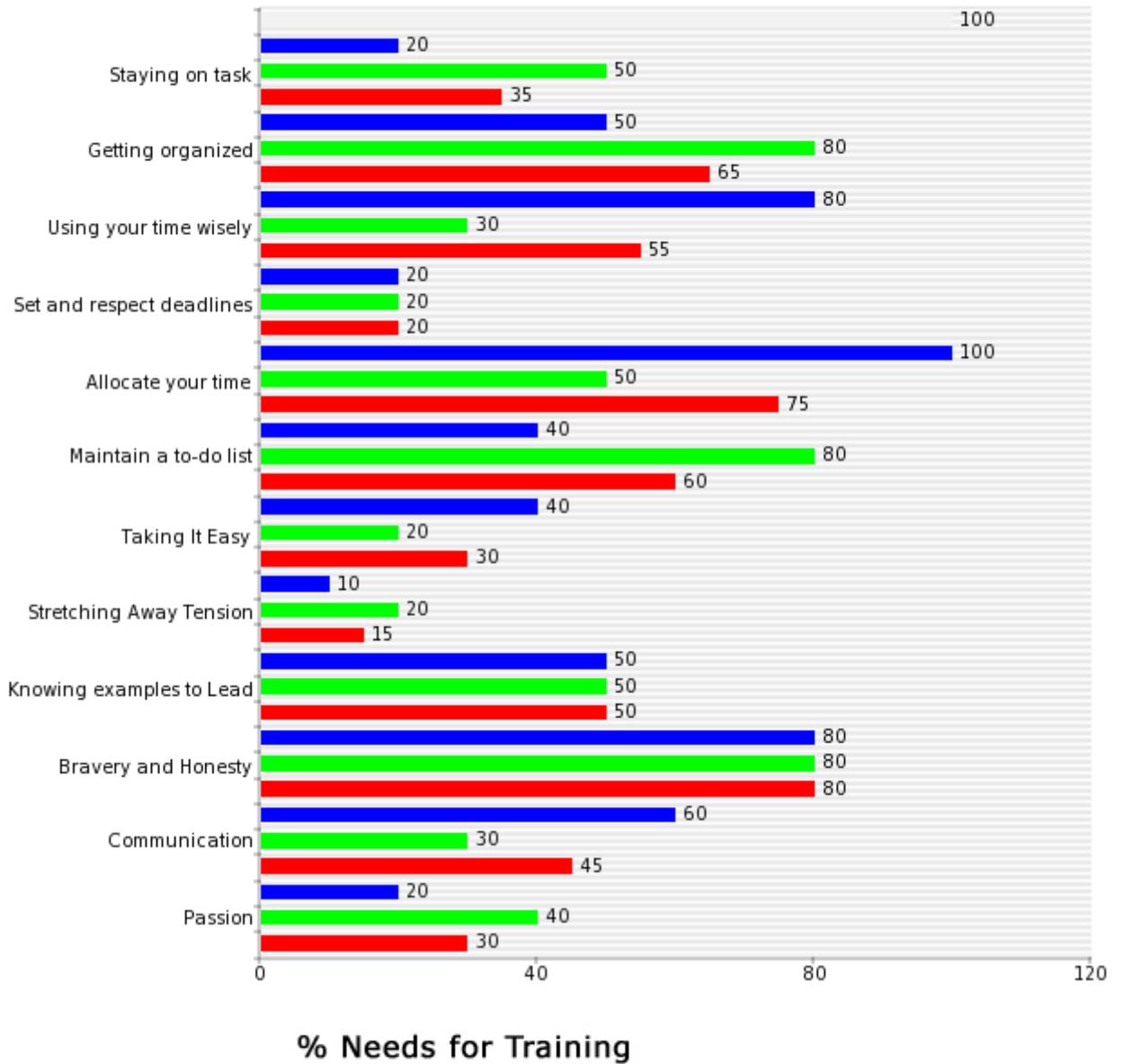**Please contact Alpha Training for more information about the required training programmes.**

Training Needs Assessment System

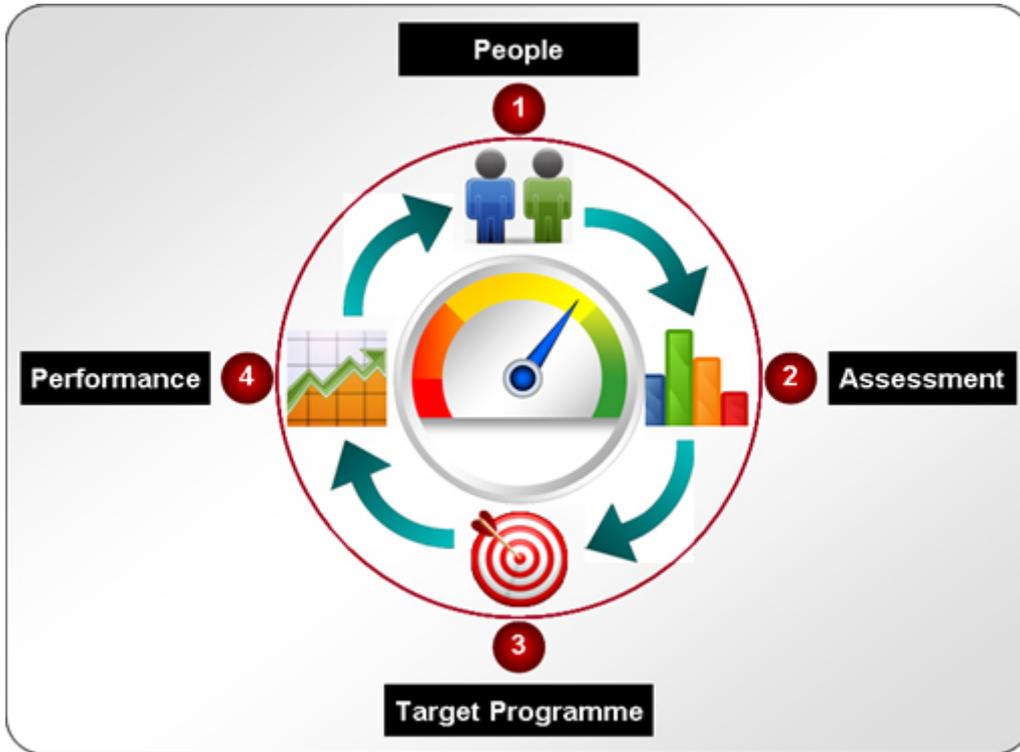| Candidate:	Mr Sample	TNA Level :	Advanced	Date:	01 Jul 2011

■ Self Rating ■ Superior Rating ■ Average Rating

Needed Training Topic

% Needs for Training

Topic	Self Rating	Superior Rating	Average Rating
Staying on task	20	50	35
Getting organized	50	80	65
Using your time wisely	80	30	55
Set and respect deadlines	20	20	20
Allocate your time	100	50	75
Maintain a to-do list	40	80	60
Taking It Easy	40	20	30
Stretching Away Tension	10	20	15
Knowing examples to Lead	50	50	50
Bravery and Honesty	80	80	80
Communication	60	30	45
Passion	20	40	30

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largest Train the Trainers
provider in the Middle East**

**How to set up an effective training programme!
Accurate identification of whom needs training
and what training is needed**