

Training Needs Assessment (TNA)

What is the TNA Procedure?

What are the parts have the “Five Step Procedure” of TNA?

How can I develop a report in a company-simulation?

Example for a TNA-Seminar with colleges from
Myanmar in Magdeburg in June 2015

Training Needs Assessment



Inspired from the PILAC-Workgroup-Manual, TNA_01 and TNA_02

Simulation - Exercise 1

Your group is a development team in an Education Consulting Company. A client alter the production and ask you to solve a problem:

We have 9 groups of workers in a company. These groups of workers are soon to write the reports by computer.

Your team has the task of organizing a course with proper doctrinal content.

Use the TNA method for this order and write a report!

Step 1 - Identify Problems and Needs

- determine organizational context (policy, goal, roles & responsibilities)
- perform gap-analysis
- set objectives

After identifying problems and needs,
set up overall objectives for a training course

Step 2 – Determine Design of Needs Analysis

- Determine target groups to be trained, interviews, methods schedule
- determine persons in charge of TNA from the Client-Company

Knowing exactly what elements of information are required can serve as a guide – a road map – for your analysis.

Step 3 – Collect Data

- reviewing documents on existing training (secondary data and information)
- conducting survey including interviews and observation at work

Introduce yourself – explain the objectives and contents of the survey and reasons for selecting interviews – show appreciation for taking their time - obtain permission to record the interview.

Step 4 – Analyze Data

- conduct quantitative and qualitative analyses
- draw findings, conclusions and recommendations on training contents
- write up a report

Background and Rationale, Objectives, Schedule, Methodology (survey methods and analytical tools, Target Group and Interviewer, Survey process, Findings and results, Conclusion and Recommendations, References and Appendix

Step 5 – Provide Feedback

- Make a presentation to the client company and concerned officials
- Determine the next step for training preparation

Define Goals, Expectations and Learning Objectives –
Choose and analyse the content - Design Methodology –
Create learning steps and learning material –
Prepare an assessment criteria's - Evaluate the course

Assessment categories

number	Activity	Possible Per cent
1	Attendance/Participation (individual)	10
2	On going performance / presentation (group work)	30
3	TNA-Report (group work)	30
4	Performance test (individual)	30
		100

