# Training Needs Assessment (TNA)

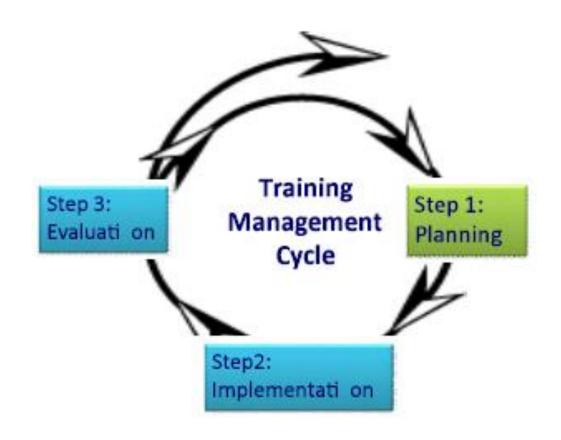
What is the TNA Procedure?

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 www.rainergerke.net

### 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

