

TRAINING NEEDS ASSESSMENT (TNA) 'Gap' Analysis - Template	
When?	<ul style="list-style-type: none"> • Annual planning • Special purpose • Special event • Timeframe: -
What?	What is/are the problem(s) to be addressed? 1. 2. 3.
Who?	Whose training needs? Personnel, prior training / experience <ul style="list-style-type: none"> • • •
How?	How identify/assess/analyse/measure? Methodologies: - <ul style="list-style-type: none"> • Interview • Survey • Observation • Data
Where?	Target level of competence - 'gap' to be crossed by training > objective(s)