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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? |
| ***Who?*** | Whose training needs?  Personnel, prior training / experience |
| ***How?*** | How identify/assess/analyse/measure?  Methodologies: -   * Interview * Survey * Observation * Data |
| ***Where?*** | Target level of competence - ‘gap’ to be crossed by training > objective(s) |