PARTNERS IN KNOWLEDGE UK LTD
Suite No. 129
295 Chiswick High Road
LONDON W4 4HH

Training Needs Analysis (TNA)

PIK-1126 UK-LDN-2

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Place	: London	**Venue**	: Radisson Blu Hotel (19-25 Granville Place, London W1H 6PA) - TBC		
Start Date	: 02-11-2026	**End Date**	: 13-11-2026	**PPP**	: £7500

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If you can't train them, you can't blame them!

Short Description:

Training Needs Analysis (TNA) is a critical process that enables organisations to identify performance gaps, align learning initiatives with business objectives and ensure optimal utilisation of training resources. This comprehensive training program provides participants with the knowledge, tools and methodologies required to systematically assess training needs at the organisational, departmental team and individual levels. The program combines strategic concepts with practical applications, enabling participants to conduct effective needs assessments using data-driven approaches. Participants will learn how to identify competency gaps, analyse performance issues, prioritise training interventions and develop actionable training recommendations that contribute to organisational performance and employee development. Through effective workshops, practical exercises, real-world examples and a comprehensive case-study, participants will gain hands-on experience in designing and implementing a TNA framework that supports organisational goals and workforce capability development.

Course Overview:

COURSE OBJECTIVES

By the end of this training program, participants will be able to:

- Explain the principles, concepts and importance of TNA.
- Align training needs assessment processes with organisational strategy and business objectives.
- Identify performance gaps and distinguish training-related issues from non-training issues.
- Apply various TNA methodologies, tools and data collection techniques.
- Conduct competency-based and performance-based training needs assessments.
- Prioritise training needs using objective criteria and business impact analysis.
- Develop comprehensive TNA reports and training recommendations for decision-makers.

TARGET AUDIENCE:

This training program is designed for:

- Learning and Development (L&D) Professionals.
- Training Managers and Training Coordinators.
- Human Resources Managers and specialists.
- Organisational Development Practitioners.
- Talent Managers Professionals.
- Department Managers and Supervisors involved in employee development.
- Consultants responsible for workforce capability and performance improvement.

Program Outline:

COURSE SCHEDULE:

DAY 1 – Introduction to TNA

- Understanding the concept of TNA.
- Importance of TNA in Organisational Success.
- Types and levels of TNA.
- TNA Process Overview.
- Roles and Responsibilities in TNA.

DAY 2 – Strategic Alignment of Training Needs

- Organisational Strategy and Workforce Development.
- Linking Learning to Business Objectives.
- Strategic Workforce Planning.
- Identifying Critical Organisational Capabilities.
- Developing a Strategic TNA Framework.

DAY 3 – Performance Analysis and Gap Identification

- Understanding Human Performance.
- Identifying Performance Gaps.
- Root-Cause Analysis Techniques.
- Training versus Non-Training Solutions.
- Performance Improvement Models.

DAY 4 – Competency-Based TNA

- Competency Framework and Models.
- Job Analysis Techniques.
- Defining Knowledge, Skills and Behaviours.
- Competency Gap Assessment.
- Competency Mapping Exercises.

DAY 5 – Data Collection Methods for TNA

- Surveys and Questionnaires.
- Interviews and Focus Groups.
- Observation Techniques.
- Document and Performance Data Review.
- Combining Multiple Data Sources.

DAY 6 - Data Analysis and Interpretation

- Organising TNA Data.
- Quantitative Analysis Techniques.
- Qualitative Analysis Methods.
- Identifying Trends and Patterns.
- Converting Findings into Insights.

DAY 7 – Prioritising Training Needs

- Establishing Prioritisation Criteria.
- Risk and Impact Assessment.
- Cost-Benefit Considerations.
- Resource Allocation Decisions.
- Creating Training Priority Matrices.

DAY 8 – Developing Training Recommendations

- Translating Needs into Learning Solutions.
- Designing Learning Objectives.
- Selecting Appropriate Learning Methods.
- Building Team Plans.
- Budgeting and Resource Planning.

DAY 9 – Reporting and Communicating TNA Results

- Structuring TNA Reports.
- Presenting Findings to Stakeholders.
- Data Visualisation Techniques.
- Influencing Decision-Makers.
- Securing Management Support.

DAY 10 – Building a Sustainable TNA Framework

- Developing Organisational TNA Policies.
- Integrating TNA into HR Processes.
- Continuous Improvement Approaches.
- Monitoring and Evaluation.
- Capstone Group Project Presentations.

CASE-STUDY:
Gulf-Manufacturing Company – Improving Performance