



Training Needs Analysis

Objective of TNA

To identify the most impactful training needs across our organization, with a primary focus on soft skills to enhance leadership, communication, collaboration and organizational culture.

Process of TNA

You can expect the following process for the Training Needs Analysis. Kindly ensure, that you complete and submit the questions thoughtfully, reflecting on your team-specific situation and needs.

01.

TNA Distribution

Objective: Distribution of the questionnaire to all Business Unit Heads. **Result:** Gathering insights from senior management and business unit leaders to understand their departments' training needs.



02.

Data Analysis

Objective: Aggregation and analysis of responses to identify common themes and training priorities. **Result:** Identifying training clusters by role/ function across the organization.



03.

Prioritization & Decision-making

Objective: Report the top-ranked training topics to validate and align identified training needs with strategic organizational goals. **Result:** Define a training plan for the organization for the next fiscal year.



04.

Training Plan Roadmap

Objective: Identification of a training partner/s to deliver the identified and prioritized training needs.

Result: Targeted interventions based on identified training needs with a schedule and tools for the year.



05.

Implementation of the Training Plan

Objective: Implementation of training initiatives, such as participant logistics and training organization. **Result:** Roll-out of Training Plan to the organization as per the roadmap and with the identified partner/s.



06.

Review and Monitoring

Objective: Ensure that the Training Plan is executed with the desired result in mind.

Result: The Training Plan follows a set structure to monitor progress and effectiveness



Get in touch to receive more details for a successful TNA!

