Training Needs Analysis

Training Needs Analysis
Helping identify and align the needs of the organisation and the training needs of individual employees.

EMPLOYEE NAME:

POSITION:

Major tasks of position	Skills development required?		If yes, what training needs to exist?	When?
	Yes	No		
	Yes	No		
	Yes	No		
	Yes	No		
	Yes	No		
	Yes	No		
	Yes	No		
	Yes	No		
	Yes	No		
	Yes	No		

Additional skills development		If yes, what training needs to exist?	What benefit will this have to the organisation/department?	When?
Yes	No			
Yes	No			
Yes	No			
Yes	No			
Yes	No			

Training Needs Analysis

EMPLOYEE NAME:

Training Needs Analysis
Helping identify and align the needs of the organisation and the training needs of individual employees.

What does the organisation/department need to achieve in the next 12-month period ahead?

What do you want to achieve in the 12-month period ahead?

Where do you see your career progressing in the next two years?

What will you need from the organisation to help you reach your career goals?

Signed (employee):   Date:

TNA carried out by: Position:

Signed: Date:

Online Training Courses available to you

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COMPLIANCE

- Competition Law
- Criminal Finances Act
- Cyber/ Information Security
- Discipline and Grievance
- Equality and Diversity
- General Data Protection Regulation
- Bullying and Harassment
- International Fraud Bribery and Corruption
- Modern Slavery
- Payment Card Industry Data Security Standard (PCI DSS)
- Preventing Bribery in Business
- Preventing Money Laundering
- Right to Work
- Safeguarding Adults
- Safeguarding Children
- Unconscious Bias
- Unconscious Bias for Managers
- Whistleblowing

HEALTH & SAFETY

- Asbestos Awareness*†
- COSHH*
- Display Screen Equipment*
- Driving Economically***
- Driving Safely***
- Electrical Safety
- Environmental Awareness
- Fire Safety*
- First Aid*
- Food Safety*
- Health & Safety In the Office*
- Infection Control*
- Legionella Awareness*
- Managing Risk
- Manual Handling*
- Mental Health Awareness *(coming soon)*
- New and Expectant Mothers
- Noise Awareness*
- Personal Protective Equipment*
- Risks and Responsibilities*
- Slips and Trips*
- Stress at Work*
- Suspicious Packages
- Working at Heights*

TALENT DEVELOPMENT

LEADERSHIP & MANAGEMENT

LEADERSHIP PATHWAY
- Leadership Styles and Qualities
- Developing Team Trust
- Setting Goals and Guidelines for High Performance
- Improving Group Dynamics
- Growing your Team to High Performance

COACHING PATHWAY
- Leader as Coach
- Coaching Skills
- Using the Grow Model to Coach 1
- Using the Grow Model to Coach 2

PERFORMANCE MANAGEMENT PATHWAY
- Why Manage Performance?
- Setting Performance Expectations
- Communicating Performance Expectations
- Performance Outcomes that Motivate
- Monitoring Performance
- Giving and Receiving Feedback
- Solving Performance Problems
- Performance Improvement Strategies
- Preparing For a Formal Review
- Evaluating Performance
- Conducting a Performance Review

MEETINGS PATHWAY
- Preparing to Lead a Meeting
- Leading a Meeting
- Resolving Meeting Challenges

MANAGING CONFLICT PATHWAY
- Managing Conflict
- Managing Challenging Behaviour Effectively
- Bullying and Harassment
- Discipline and Grievance

DECISION MAKING PATHWAY
- Thinking Creatively
- Solving Problems: Definition to Options
- Decision Making: Options to Implementation

INFLUENCING PATHWAY
- Influencing to Win/Win
- Communicating to Influence
- Influencing Teams
- Influencing in Meetings

BUSINESS SKILLS

CUSTOMER SERVICE PATHWAY
- Customer Service Essentials
- Customer Service Knowledge and Attitude
- First Contact
- Exploring Needs
- Matching Needs
- Handling Complaints
- Angry Customers
- Satisfying Challenging Customers

PRESENTATIONS PATHWAY
- Making Presentations Powerful
- Planning a Powerful Presentation
- Powerful Message and Structure
- Bringing Presentations Alive
- Creating Powerful Presentation Support Material
- Using Words and Voice Effectively
- Stage Presence
- Handling Questions
- Rehearsing for your Presentations

IT & PROJECT MANAGEMENT
- Microsoft Excel
- Microsoft Word
- Microsoft Powerpoint
- Microsoft SharePoint
- Effective Outlook
- Project Management

- Effective E-mail

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† IATP Accredited Course
* RoSPA Accredited Course
*** RoSPA do not accredit Driving courses

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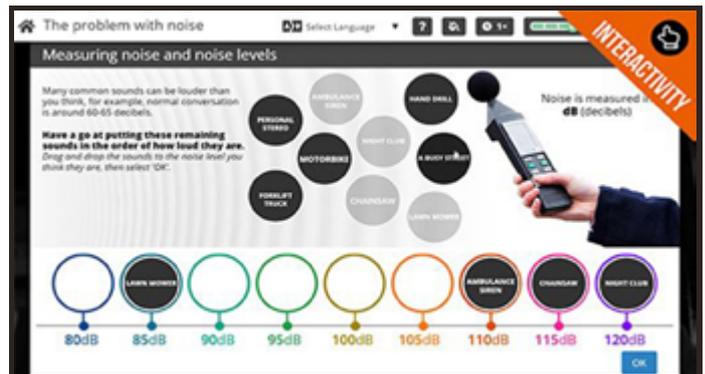
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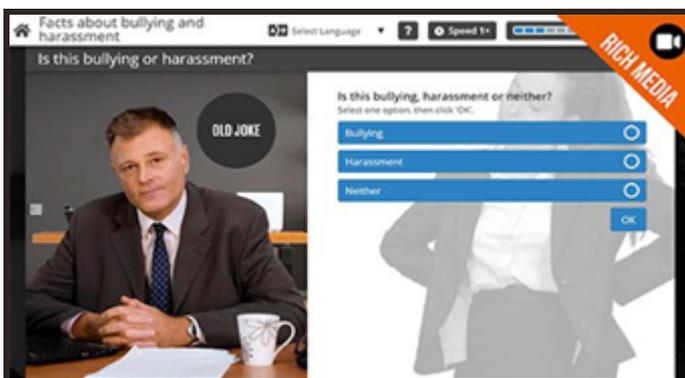
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