

# Training Needs Analysis (TNA) Workshop

Today's corporate executives understand the importance of their employees' personal and career growth, however in today's pressing challenge of economic meltdown, conducting training without assuring there is a training need is a waste of time and very vital financial and production resources.

Conducting a needs assessment protects the assets of an organization and assures that resources set aside to address training needs are conserved and used only for that purpose. Simultaneously, TNA delegates the path to better hone the organization's human resource into a Superior Workforce.



## Workshop Methodology

Lecture, Practical exercises, Group work, Case studies and Survey software

## Who Should Attend

- Training professionals, HR professionals, managers, coordinators, administrators, and corporate executives responsible for identifying, planning and scheduling department and corporate-wide training.
- Training and HR professionals making decisions on training interventions, including whether to buy or build.
- Individuals responsible for budgeting, forecasting or justifying training costs to develop, buy or implement training.

## Workshop Objectives

- Determine a Training Needs Analysis (TNA)
- Identify when to perform a TNA
- Describe the purpose of TNA
- Describe what information needs to be gathered
- Determine the level of required information
- Describe the specific types of analysis
- Develop skills in presenting training plans

This course is offered by:



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