

Practice Sample Training Needs Analysis Template Summary

1. Identify the skills or competencies the practice needs
2. Map each individual against those needs – i.e. how well do they currently perform against them
3. Prioritise needs
4. Identify training solution (in-house, open course, coaching etc)
5. Plan the training
6. Deliver the training
7. Provide on-the-job support to learn and develop the skills
8. Conduct another TNA to check the need has been met

The template:

Training Need	Staff member 1	Staff member 2	Staff member 3	Staff member 4	Staff member 5
Skill					
Skill					
Skill					
Skill					
Skill					
Skill					
Skill					
Skill					
Average					

Instructions/ Guide:

Identify the skills/competencies required for the staff members that you are conducting the needs analysis.

Then using the scale:

- High (H) effective at this
- Medium (M) some development needed
- Low (L) significant development needed
- Not applicable (N) for the role

Rate each person for each skill.

This then gives you not only who need what, but the priority, **Low** first – **Medium** next.