

Sample Training Needs Analysis Template

The TNA is a useful tool during the performance appraisal process. A Manager or GP can discuss with a member of staff the areas of improvement required and the steps they can take to develop the required skills and training for them to achieve goals.

It is important to look carefully at the people in your practice and establish what sort of training or experience they may need to fill current and future roles. When you identify skill gaps through this type of analysis you can work out what training to deliver and what developments may be needed in the future.

This plan can be filed in the individual's personal file so that it can be reviewed at an appraisal review.

Task of Post	Training/Skills development required		If Yes what training needs exist	How will this be achieved? i.e. on the job, external training	When?	Who will organise?
	Yes	No				Training provider?
	Yes	No				
	Yes	No				
	Yes	No				
	Yes	No				

What do we want to achieve in the period ahead in the post/practice?

Where can you/we see your career moving in the next two years?

How are you going to make this happen?

What will you need from the practice to assist you to reach your career goals/Improve/maintain performance?
