

Training Needs Analysis (TNA) Template

1. Objectives - What business goal does this training support? How will success be measured?
2. Desired behaviors - What should people DO differently after the training? (Observable actions, not knowledge)
3. Knowledge, skills, and abilities - What do those behaviors break down into?
4. Current behaviors - What are people doing today? (Evidence: interviews, observation, metrics. From whom?)
5. Gaps - Desired vs current. For each gap: is it a training gap, or an environment/process/management gap?
6. Plan - Who is trained, when, where, how, by whom? Budget? Priority order? How and when will results be measured?