



Training Needs Analysis Kit

ICARIANS

2025 version

For Corporate Trainers, HRs and Training Managers

Designed to Train Trainers and Managers

35+

Slides

08

Sections

WITH DETAILED TNA DOCUMENTS

DESIGNED & DEVELOPED FOR

- Corporate Trainers
- Conducting TTT sessions
- Freelance Trainers
- Training Consultants
- HRs and Managers



Let's Look inside

Package Includes

35+ Slides

White labelled and completely **Editable**

Along with -

- **Trainer's Guide for 90 minutes session**
- **Detailed Trainer's Notes for Each Slide**
- **Sample TNA Template**
- **Sample Training Evaluation Form**
- **TNA Form**
- **TNA Process Checklist**
- **TNA Questionnaire**
- **Methods of Training Needs Identification**

Let's look at some screenshots

PPT Content Topics

❖

1. Introduction

2. What is TNA

3. Key Steps in TNA

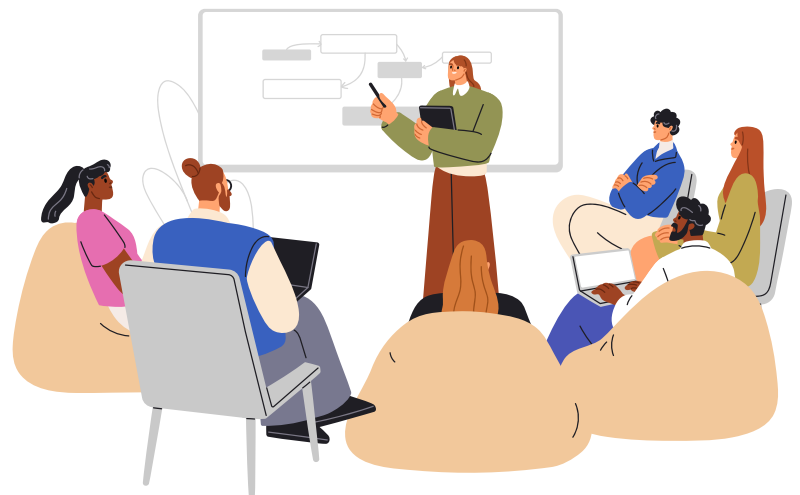
4. Tools for TNA

5. Example Scenarios

6. Challenges in TNA

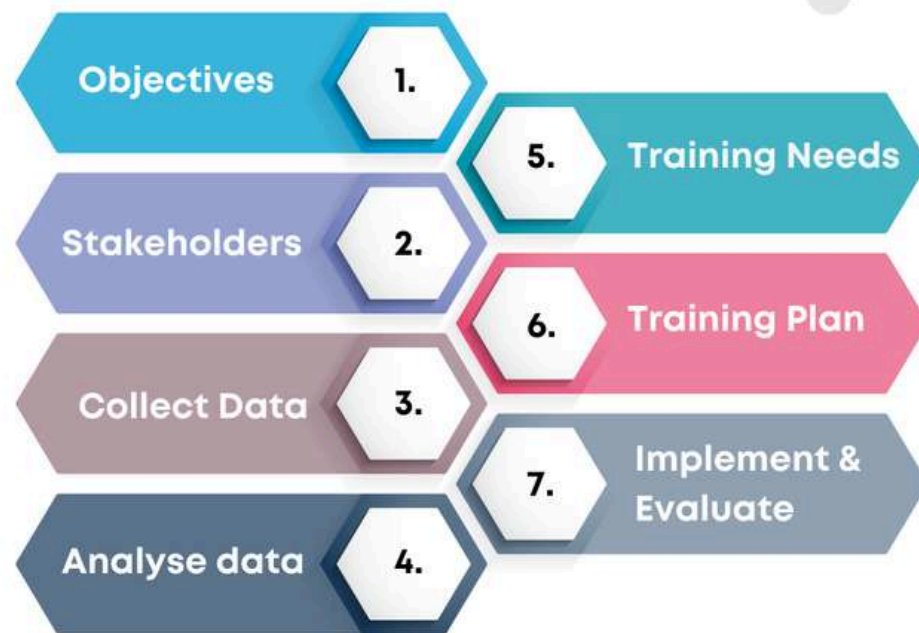
7. Activities

8. Key Takeaways



PPT Screenshots

Key Steps in TNA



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Step 3 - Collect Data

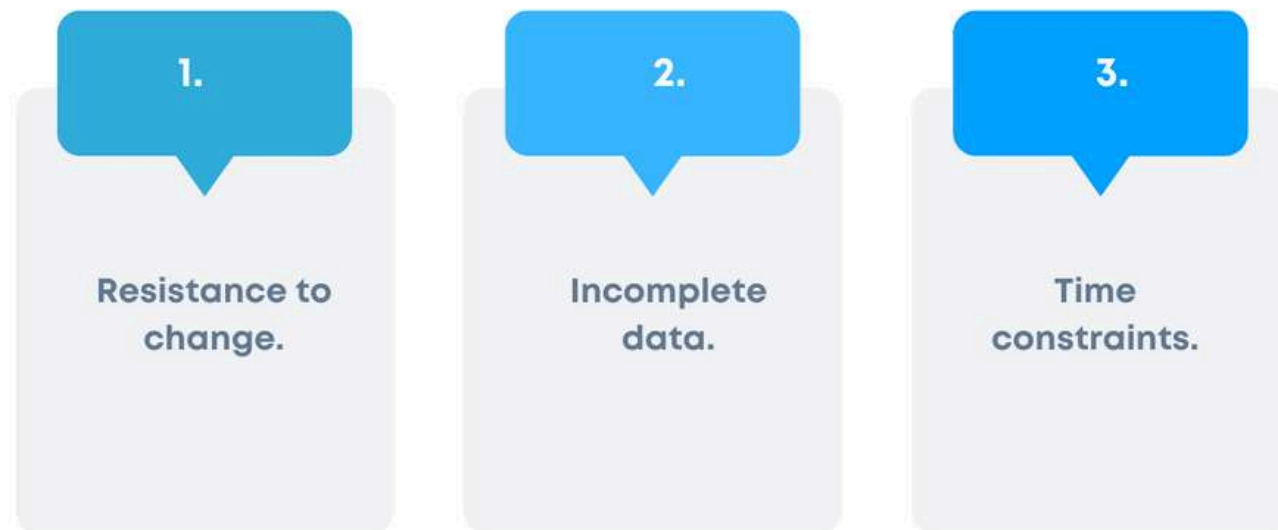
Methods -

- Surveys and questionnaires.
- Interviews.
- Observations.
- Performance metrics.



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Challenges in TNA



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Tool - 2

Skills Matrix

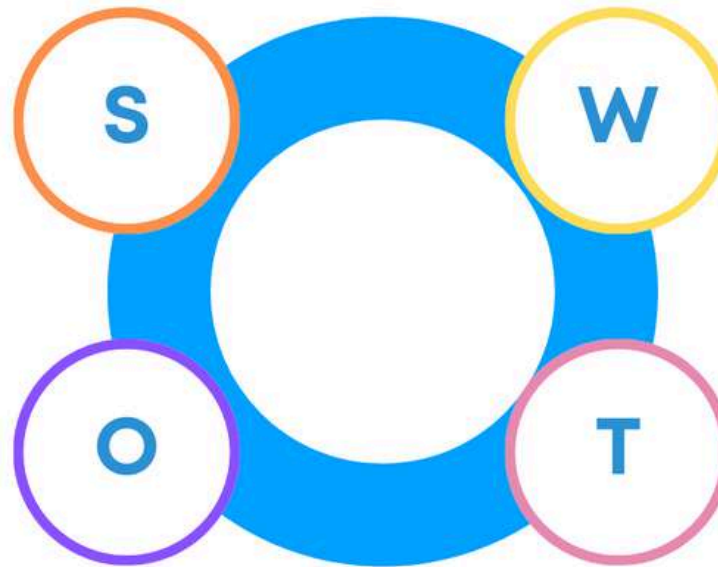
Employee	Skill A	Skill B	Skill C
Employee 1	Expert	Intermediate	Beginner
Employee 2	Beginner	Expert	Intermediate

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Tool - 1

SWOT Analysis

STRENGTHS
What are teams doing well?
What sets them apart?
What are their good qualities?



OPPORTUNITIES
What are team's goals?
Are demands shifting?
How can it be improved?

WEAKNESSES

Where they need to improve? Are resources adequate?
What competitors do better than you?

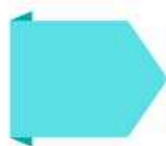
THREATS

What are the blocks team is facing?
What are those factors outside of team's control?

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Tool - 4

Feedback Mechanisms



Regular performance reviews



Employee surveys and feedback forms



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Why Conduct TNA

- 1. Enhances efficiency.
- 2. Boosts employee morale
- 3. Keep supportive environment

Creatively Designed

Step 6 - Develop a Training Plan



Example: Role-playing for customer service.

Step 3 - Collect Data

Methods -

- Surveys and questionnaires.
- Interviews.
- Observations.
- Performance metrics.



Tools For TNA



Interactive Quiz.

What's the first step in TNA?

Collect data

Define objectives

Analyze data

Loading...

Real Life TNA Example

Retail Sales Decline



Challenges in TNA

- 1. Resistance to change.
- 2. Incomplete data.
- 3. Time constraints.

Skills Matrix

Employee	Skill A	Skill B	Skill C
Employee 1	Expert	Intermediate	Beginner
Employee 2	Beginner	Expert	Intermediate

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Name of Employee: _____

Department: _____

General

1. Are you a new employee or a long-standing employee of the company? _____

2. How long have you been in your **present** job? _____

Confirmation of Current Duties

3. Do you have a Job Description for your job? Yes _____ No (Go to Q 6) _____

4. Is your job accurately described in the Job Description? Yes (Go to Q 14) _____ No _____

5.A If no, what extra duties do you do that need to be added to your Job Description? _____

5.B What duties are no longer part of your job and can be deleted from your Job Description? _____

Job Analysis

6. Describe the tasks you regularly perform that are critical to carrying out your job effectively. _____

7. Describe the type of equipment you are required to use (for example, keyboard, machinery, tools of trade, etc). _____

Supporting Forms & Documents

Detailed Notes for

Training Needs Analysis

Notes for Each Slide

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Trainer's Notes

Slide 1: Title Slide

Script

Training Needs Analysis Template

An example of a Training Needs Assessment (TNA) for a Soft Skills session. This can be adapted based on the specific requirements and context of your organization:

Training Needs Assessment (TNA) - Soft Skills Session

Organisation Name:	
Department:	
Objective	The objective of this TNA is to identify the soft skills development needs within [Department/Team] to enhance overall team effectiveness and individual performance.
Number of Participants:	

A	PLANNING	YES	NO	COMMENTS
1.	Schedule informal meeting	?	?	
2.	Review questions	?	?	
3.	Conduct informal interview	?	?	
B	PERFORMANCE ANALYSIS	YES	NO	COMMENTS
1.	Identify Problem			
1.1	What task needs improvement?	?	?	
1.2	What is required performance?	?	?	
1.3	Who is responsible for this task?	?	?	
1.4	Where does this problem appear?	?	?	
1.5	When does this problem appear?	?	?	
1.6	When did this problem first appear?	?	?	
1.7	What impact does it have?	?	?	
1.8	What relevant changes have occurred?	?	?	
1.9	What is the difference between good and poor performance?	?	?	
1.10	What has been done to solve the problem?	?	?	
1.11	Should I speak to anyone else?	?	?	

The content was organized and easy to follow.	☐	☐	☐
The materials distributed were helpful.	☐	☐	☐
His training experience will be helpful in my work.	☐	☐	☐
The training facilitator was well prepared.	☐	☐	☐
The training objectives were met.	☐	☐	☐
The training was completed in the allotted time.	☐	☐	☐
The training materials were suitable and easy to understand.	☐	☐	☐
Thank you for taking the time to participate in this session.			

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Training Needs Analysis Questionnaire

Name of Employee: _____

Department: _____

General

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We value your input and feedback.

For Corporate Trainers

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Available to Download

Training Needs Analysis Kit

35+ Slides

Trainer's Guide

Trainer's Notes for Each Slide

Sample TNA Report Template

Training Evaluation Form

TNA Form

TNA Process Checklist

TNA Questionnaire

Methods of Training Needs Identification

\$37.00

~~\$49.00~~

For any questions or
samples, click the
link below

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