



Training Needs Analysis/Audit

Training Needs Analysis/Audit (TNA)

What is a TNA?

As a consultative service, Envisage Training offers Training Needs Analyses/Audits (TNA) for our clients. Typically, the TNA is delivered onsite, where one of our facilitators visits and conducts interviews with the nominated key stakeholders, who may come from the senior management team through to front line operational staff. The TNA will ascertain their training needs across the areas of Information Communication Technology (E.g. Microsoft Office) and Soft Skills professional development (E.g. Effective Communications Skills). The outcome of the TNA is to provide our clients with an accurate footprint of their training needs, from which they can strategically plan their staff training.

How are the interviews conducted?

The interviews are delivered in a professional yet non-confrontational format and can be held 1 to 1 or in small groups. The average duration of an interview is 45 minutes. Participants are encouraged to communicate freely and openly when discussing the training needs of the organisation. To obtain a balanced overview, those participating could range from the CEO through to operational staff. Those staff selected to participate in the TNA will be determined in consultation with our client prior to the TNA taking place.

The TNA Report

Following the onsite visit, our facilitator writes a report on their findings which we provide to our client. The report contains clear details of the interviews, comments, suggestions and recommendations. Our client is then able to assess the contents of the report and take the findings into consideration when planning the rollout of staff training and professional development.

What are the benefits to our clients?

- Cost and time effective method to better understand their training needs
- Ensures that targeted training is offered to maximize their return on investment
- Frees up time to focus on their core business and responsibilities
- Allows them to leverage off our knowledge and training expertise in the areas of ICTs and Soft Skills
- Provides a proactive, rather than reactive, approach to strategically planning out their staff training and professional development

To book your **Training Needs Analysis** please
phone **1300 881 026** or email info@envisagetraining.com.au