Workshop: Training Needs Analysis (TNA)

UK Traininig

PARTNER

Workshop: Training Needs Analysis (TNA)

Introduction

Welcome to the Training Needs Analysis TNA Workshop - your comprehensive guide to boosting organizational performance through targeted, data-driven training interventions.

In today's rapidly evolving business environment, conducting a comprehensive needs analysis is essential to ensure that training efforts are aligned with strategic goals and truly address performance gaps.

This hands-on workshop explores the purpose of a needs analysis, guiding participants through each stage - from identifying knowledge and skill gaps to applying findings in practical training design. Whether you're in HR, management, or talent development, this workshop will empower you to build meaningful learning solutions that generate measurable results.

Workshop Objectives

By the end of this workshop, participants will be able to:

- Define what training needs analysis is and understand its role in uncovering skill and knowledge deficiencies across various organizational levels.
- Build practical skills to carry out a training needs analysis process using real-world data and proven techniques.
- Explore different forms of analysis, including performance needs analysis, communication needs analysis, development needs analysis, and organizational needs analysis, and select the most appropriate approach.
- Transform learning needs analysis findings into clear, effective training plans tailored to actual organizational challenges.
- Address common barriers and improve analysis outcomes using tested strategies and feedback mechanisms.

Workshop Outlines

Day 1: Understanding Training Needs Analysis

- What is a needs analysis? Exploring its meaning and scope.
- Differentiating between organizational, job-based, and individual training needs.
- Aligning training goals with strategic business objectives.
- Introduction to key needs analysis techniques and methodologies.
- Case study discussions and group analysis of real-world scenarios.

Day 2: Conducting a Needs Assessment

- Data collection methods: surveys, interviews, direct observation.
- Analyzing and interpreting qualitative and quantitative data.
- Identifying performance gaps and training requirements.
- Prioritizing needs in line with strategic priorities.
- Workshop activity: mock training needs assessment exercise.

Day 3: Designing Needs Analysis Tools

Head Office: +44 7480 775 526
Email: sales@blackbird-training.com
Website: www.blackbird-training.com

- Creating effective TNA surveys and questionnaires.
- Conducting successful interviews for in-depth insights.
- Utilizing digital tools and platforms to support learning needs analysis.
- Best practices in choosing and applying analysis methods, including advertising needs analysis and operational needs analysis.
- Session activity: build your own customized TNA toolkit.

Day 4: Applying Analysis Results to Training Design

- Converting TNA data into structured, actionable training programs.
- Setting SMART training objectives based on identified needs.
- Designing engaging learning modules that address real performance challenges.
- Budgeting and allocating resources for training delivery.
- Group project: create and present a full training plan using simulated or real TNA data.

Day 5: Evaluating and Enhancing the TNA Process

- Measuring the effectiveness of training needs analysis outcomes.
- Implementing continuous feedback loops to improve future analyses.
- Adapting your TNA approach to keep pace with evolving business needs.
- Identifying and overcoming implementation barriers.
- Final presentations and feedback session: present your TNA project and receive peer and facilitator input.

Why Attend This Workshop: Wins & Losses!

This training needs analysis course is more than a theoretical overview - it's a practical, result-oriented journey. Here's what you'll gain:

- A deep understanding of what a needs analysis is, and how to align it with organizational strategy.
- Hands-on experience with proven needs analysis techniques across different business functions.
- The ability to design data-informed training programs that directly improve employee performance.
- Skills in planning and budgeting training initiatives effectively.
- Tools to establish a sustainable training strategy built on real organizational needs and continuous improvement.

Conclusion

This workshop provides everything you need to conduct a successful training needs analysis - from concept to execution. You'll leave with the confidence and competence to assess, analyze, and act on training needs that matter.

Master the art and science of needs analysis, and help your organization build a strong, adaptive learning culture. Let your training efforts be not just reactive, but strategic and transformative.

Head Office: +44 7480 775 526
Email: sales@blackbird-training.com
Website: www.blackbird-training.com

![Blackbird for Training logo]

Blackbird Training Cities

Europe

Malaga (Spain)	Sarajevo (Bosnia and Herzegovina) Cascais (Portugal)	Glasgow (Scotland)
Annecy (France)	Bordeax (France)	Copenhagen (Denmark)
Stockholm (Sweden)	Podgorica (Montenegro)	Batumi (Georgia)
Amsterdam	Düsseldorf (Germany)	Paris (France)
Geneva (Switzerland)	Prague (Czech)	Vienna (Austria)
Berlin (Germany)	Lisbon (Portugal)	Zurich (Switzerland)

Edinburgh (UK)   Oslo (Norway)

Birmingham (UK)   Lyon (France)   Moscow (Russia)

Salzburg (Austria)   London (UK)   Istanbul (Turkey)

Athens(Greece)   Barcelona (Spain)   Munich (Germany)

Rome (Italy)   Brussels (Belgium)   Madrid (Spain)

Manchester (UK)   Milan (Italy)

UK Traininig
PARTNER

Blackbird Training Cities

USA & Canada

Los Angeles (USA)	Orlando, Florida (USA)	Online
Phoenix, Arizona (USA)	Houston, Texas (USA)	Boston, MA (USA)
Washington (USA)	Miami, Florida (USA)	New York City (USA)
Seattle, Washington (USA)	Washington DC (USA)	In House
Jersey,New Jersey (USA)	Toronto (Canada)	

ASIA

Baku (Azerbaijan) (Thailand)	Maldives (Maldives)	Doha (Qatar)
Manila (Philippines)	Bali (Indonesia)	Bangkok
Beijing (China)	Singapore (Singapore)	Sydney
Tokyo (Japan)	Jeddah (KSA)	Riyadh(KSA)
Melbourne (Australia) Korea)	Phuket (Thailand)	Dubai (UAE)
Kuala Lumpur (Malaysia)	Kuwait City (Kuwait)	Seoul (South
Pulau Ujong (Singapore)	Irbid (Jordan)	Jakarta (Indonesia)
Amman (Jordan)	Beirut	

UK Traininig
PARTNER

Blackbird Training Cities

AFRICA

Kigali (Rwanda)

Cape Town (South Africa)

Accra (Ghana)

Lagos (Nigeria)

Marrakesh (Morocco)

Nairobi (Kenya)

Zanzibar (Tanzania)

Tangier (Morocco)

Cairo (Egypt)

Sharm El-Sheikh (Egypt)

Casablanca (Morocco)

Tunis (Tunisia)

UK Traininig
PARTNER

Head Office: +44 7480 775 526
Email: sales@blackbird-training.com
Website: www.blackbird-training.com

Blackbird Training Categories

Management & Admin

Entertainment & Leisure
Professional Skills
Finance, Accounting, Budgeting
Media & Public Relations
Project Management
Human Resources
Audit & Quality Assurance
Marketing, Sales, Customer Service
Secretary & Admin
Supply Chain & Logistics
Management & Leadership
Agile and Elevation

Technical Courses

Artificial Intelligence (AI)
Hospital Management
Public Sector
Special Workshops
Oil & Gas Engineering
Telecom Engineering
IT & IT Engineering
Health & Safety
Law and Contract Management
Customs & Safety
Aviation
C-Suite Training

International House 185 Tower Bridge
Road London SE1 2UF United Kingdom

+44 7401 1773 35
+44 7480 775526

Sales@blackbird-training.com

www.blackbird-training.com

UK Traininig
PARTNER

Head Office: +44 7480 775 526
Email: sales@blackbird-training.com
Website: www.blackbird-training.com