

**TRAINING NEEDS
ASSESSMENT
(TNA)**

**DRB SINDHU
MAHAVIDYALAYA,
Nagpur**

A presentation by
– Ms. Poorvi
Tiwari

Ad- Hoc lecturer

Department of
management
(BBA)

INTRODUCTION TO TNA

- What is TNA ?
- Training needs assessment (TNA) focuses more on needs rather than demands, it can be defined as a tool used to ascertain the educational courses or skills that must be made available to the employees and management so as they enhance their effectiveness and management skills. With the help of training need assessment , It becomes easy to determine if there exists a training need assessment and if yes, then what kind of training needs to be imparted in order to manage the deviation between the expected and actual performance.
- In simple words , TNA analyses the need of training.



DEFINITION OF TNA

- According to Kaufman et al., “ Need assessment can be defined as process for identifying and prioritizing gaps between current and desired results.”
- According to Allison Rossett , “ Training need assessment is the systematic effort that we make to gather opinions and ideas from variety of sources on performance problems or new systems and technologies



OBJECTIVES OF TNA

- To enhance effectiveness of employees
- To produce qualitative good and services
- To accomplished the goals and objectives of the organization
- To establish a yardstick on which training would be evaluated
- To motivate the employees
- To find out the appropriate working environment needed for the training.



Individual
analysis

Organisational
Analysis

Task analysis

Level of
TNA

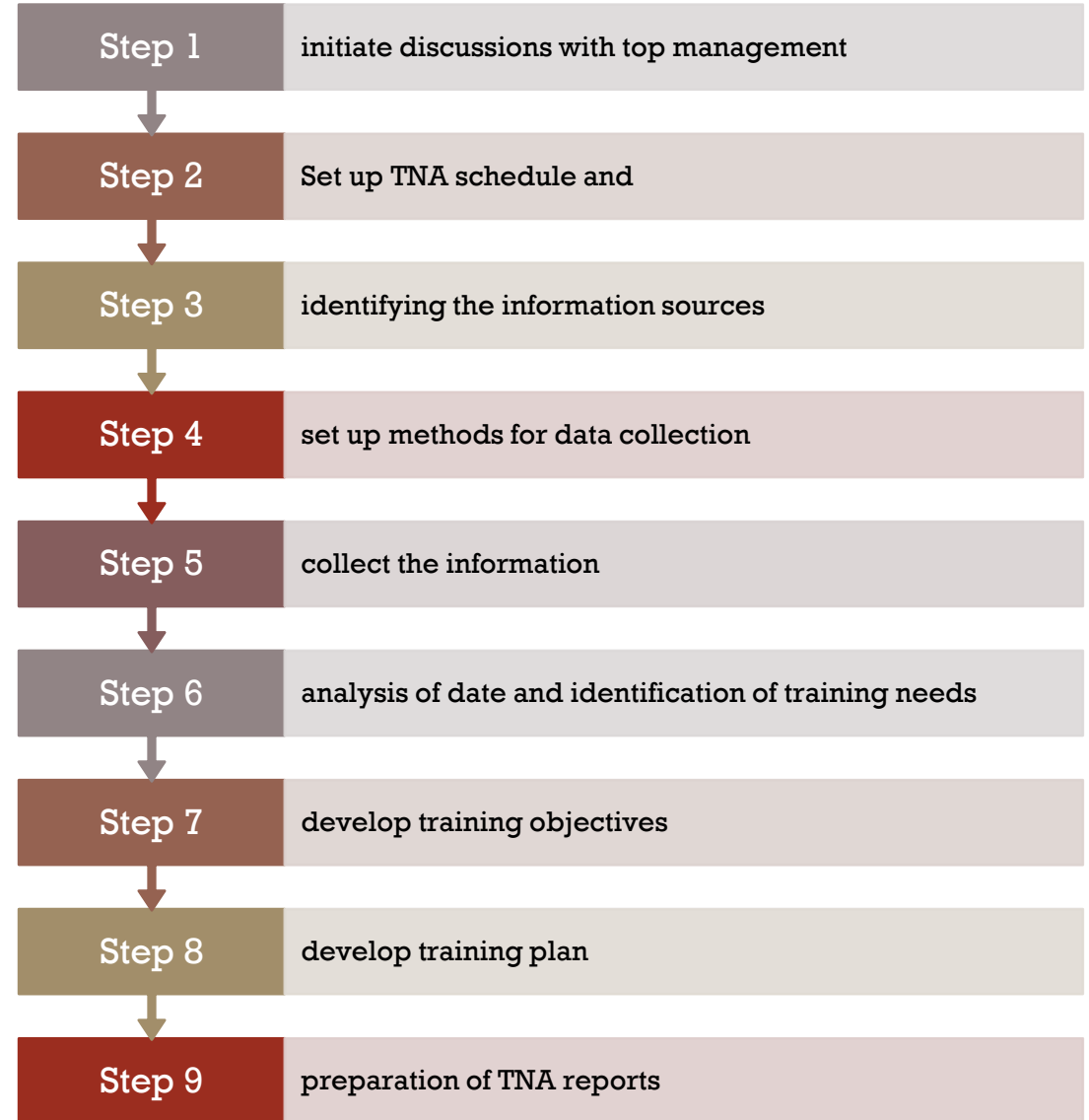


METHODS OF TNA

- 1 – Observation
- 2 – Interview
- 3 – Questionnaires
- 4 – Job Description
- 5 – Difficulty analysis
- 6 – Problem solving conference
- 7 – Appraisal reviews
- 8 – Drive pattern identity
- 9 – Organisational policy analysis



PROCESS OF TNA



IMPORTANCE OF TNA



Training and various such developments required for growing professionally are identified by TNA



TNA avoids wastage of time on needless training by making sure that only those training are conducted that are actually important for the participants



TNA sets a standard in terms of KSAs which needs to be achieved by the employees in order to apply for transfer, promotion and training projects



A sense of unity arises among employees due to TNA because employees get together to express the need for training for a given job



With the help of TNA, management programs can give due importance to training and development needs of their employees and assigns required resources for conducting professional and technical training



LIMITATION OF TNA

- it needs to hire a skilled person and accordingly use his time
- Implementing TNA requires a lot of time as it is implemented at all levels of enterprise and therefore a lot of effort and costs are required
- Due to lack of support, commitment and participation of top management in TNA, there is a possibility of identifying needs that are unreal.
- If employees senses that TNA will highlight their inadequacies, they might resist it.
- Managers might neglect the importance of TNA and may consider training more effective comparatively

THANK YOU

