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**01782 603603** or  
**business@  
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information

# Need help training your staff?

To identify training that matches the specific needs of your staff and business goals Stoke on Trent College can help by carrying out a training needs analysis (TNA).

[www.stokecollege.ac.uk/business](http://www.stokecollege.ac.uk/business)

Training needs analysis is a method used by businesses to identify training requirements in a cost-efficient way. This process involves evaluating training needs and weighing up training priority areas at all levels within a business. Training needs analysis forms the first step of the training development cycle.



Professional & Technical Education



# What are the stages of training needs analysis?

There are three key stages of training needs analysis. These involve identifying the direction of the organisation, understanding the skills and knowledge of staff through a task analysis, and analysing the individual needs of each employee.

## 1. Organisational needs

This step evaluates the overall training needs in the business. This is where you analyse future skills needs due to changes in products, equipment, technology, teams or in response to economic or political factors. Upcoming changes in law or industry standards may also influence the training needs for your business.



## 2. Task analysis

At this level you compare the job requirements of your business with existing employee skills and knowledge. This will help you to identify the potential gaps. Here you establish how often specific tasks are performed, the level of skill and knowledge required to perform these tasks and where and how these skills are best acquired.

## 3. Training proposal

From the analysis of your business needs, we will then be able to recommend for you the training and development options available and develop specific training solutions to help meet those needs. These may include Apprenticeship programmes, work-based training, professional qualifications and short courses.

Our dedicated business team will support you with your training needs analysis and tailor a training package that best meets your business needs.

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