



## **TRAINING NEEDS ANALYSIS (TNA)**

### **What is Training Needs Analysis (TNA)**

A Training Needs Analysis (TNA) is a review of training needs for officers on your ships. It considers the skills and knowledge that your officers need, and how to develop them effectively.

### **How to identify training needs**

Methods that can be used to identify training needs for your officers are:

- Analysis of existing rules & regulations, safety management system and plan how to identify what skills are needed.
- Questionnaires – paper based or online
- One-to-one interviews
- The officers self-evaluation
- Evaluation by the superior

### **The outcome**

The outcome of your TNA should be a proper training plan for your officers, based on research and linked to organisational and individual objectives.