Training Needs Analysis (TNA)

Feature

From performance to potential—map out growth with clarity, structure, and purpose

Epic's **Training Needs Analysis** feature gives organisations a proactive, performance-linked way to identify and respond to staff development needs. It replaces ad hoc training suggestions with a structured, template-driven system that connects individual goals to organisational strategy—making learning intentional, trackable, and aligned with appraisal outcomes.

Whether you're supporting career progression, closing skill gaps, or planning succession, this feature turns feedback into forward motion.

Key Functions

- Customisable TNA Templates: Administrators create tailored templates that reflect all available training opportunities. Categories and items can be configured using checkboxes, dropdowns, or free text—making it easy for staff to explore and select relevant options.
- Staff-Led Requests: Employees browse the training catalogue and submit requests based on their role, interests, or development goals. This encourages proactive engagement and personalised growth.
- HR & Talent Oversight: All submitted requests are visible to HR or Talent Development leads, enabling centralised review, prioritisation, and planning.
- Appraisal Integration: TNA forms can be linked directly to appraisal periods—allowing staff to reflect on training needs while scoring performance. Completed TNAs are included in appraisal reports, creating a seamless connection between performance feedback and development planning.
- Evidence-Based Development: By aligning training requests with appraisal outcomes, organisations can build a clear, auditable trail of development actions—supporting succession planning, compliance, and continuous improvement.