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FY 2015
Training Needs Assessment Review

Customer/Liaison/Training Point-of-Contact

Steve Martinez
OLWD
April 2014

- **Overview**
- **Our Timeline**
- **Why Complete a TNA**
- **TNA Members & Roles**
- **FY15 TNA**
  - **Assessment Tool**
  - **Reports**
  - **Program Coordination**

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Integrated Training Management (ITM)

Training Needs Assessment (TNA)	Annual Training Plan (ATP)	Annual Summary Report (ASR)
Data Collection & Analysis	*Management Planning Tool*	*Comparison of Planned vs Actual Performance*

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Training Needs Assessment (TNA) For FY15	Complete By
Send email to TPOCs confirming TNA point-of-contact	April 4
Annual TNA kick-off/Send directional email (TNA Tool)	April 11
Training Needs collection validated & completed by organizations	June 6
TNA data review and validation completed	June 27
DOE TNA Roll-Up Report – Send to LDTS Director and DOE's CLO	July 18
Annual Training Plan For FY15	**Complete By**
Send ATP template to TPOCs	July 21
ATP completed and edited by organizations/TNA Team consultation	August 15
Organization's management approve and sign training plan	September 26
ATP completed and available for reference concerning the organization's FY14 training requirements and budget	October 1
DOE ATP Roll-Up Report – Send to LDTS Director and DOE's CLO	November 25
Annual Training Summary Report For FY14	**Complete By**
Send ASR template w/ PATCO info & IDP completion info to TPOCs	December 5
Incorporate customer's comments/edits to report	December 19
Organization's management approve and sign report	December 31
DOE ASR Roll-Up Report – Send to LDTS Director and DOE's CLO	January 16, 2015

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TNA Requirement

- **DOE Order 360.1C**
  - **Identify critical needs**
  - **Organizational analysis**

TNA Benefits

- **Captures critical training needs for managers**

- **Aligns training requirements with budget targets**

- **Practical approach to data collection**

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LDTS Roles

- **TNA Team**
  - **Manage schedule**
  - **Facilitate meetings**
  - **Provide subject matter expertise**
  - **Follow up with customer**
  - **Assist with Assessment Tool completion**
  - **Review data for accuracy**

Customer Roles

- **Customer Liaison/ Training Point of Contact**
  - **Engage management & communicate process**
  - **Gather needs data and complete Assessment Tool**
- **Element Management**
  - **Ensure training plan reflects strategic drivers and mission critical training needs**

- **Educate managers about the TNA**
  - **Identify critical needs through organizational analysis**
  - **Data-driven decisions improve use of training resources**
  - **Align training needs to your budget allocation**
  - **Provide critical input for the Department's training plan & timeline**

- **Enlist management support of needs gathering effort**
  - **Identify Element management stakeholders**
    - **Who must approve/sign plan?**
    - **Who has authority over training resources?**
  - **Foster ongoing communication**
    - **Brief managers early in process to enable them to better support you**
    - **Provide periodic updates**
    - **Be available for internal meetings as needed**

Tabs/Worksheets within TNA Assessment Tool

References - lists Training Priority Levels, Glossary, and Terms

I. Organizational Information - identifying information for your organization

II. Mission Critical Training

III. Other Needs (Non-Mission Critical)

III. Development Programs

IV. Competency Areas – General Competencies (Fundamental and Leadership)

V. PMCDP and ACMP Internet Links

TNA Data Collection Tool

The TNA Data Collection Tool

- Mission Critical
- Other Needs (Non-Mission Critical)
- Development Programs
- Competencies
- PMCDP/ACMP Internet Links

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This spreadsheet represents the data collected in the Assessment Tool. The format allows the data to be manipulated by the TPOC, once it is received. This will be a standardized report. If it is requested, all organizational reports will be rolled into one report in this format.

Training POC	Phone	Email	Header	Job Title	Courses	# of employees/ needed training		Course Cost	Total Cost	Priority
0	0	0	Section II. Mission Critical Training	0	0	0	0	#N/A	#N/A	0
0	0	0	Section II. Mission Critical Training	0	0	0	0	#N/A	#N/A	0
0	0	0	Section II. Mission Critical Training	0	0	0	0	#N/A	#N/A	0
0	0	0	Section II. Mission Critical Training	0	0	0	0	#N/A	#N/A	0
0	0	0	Section II. Mission Critical Training	0	0	0	0	#N/A	#N/A	0
0	0	0	Section II. Mission Critical Training	0	0	0	0	#N/A	#N/A	0
0	0	0	Section II. Mission Critical Training	0	0	0	0	#N/A	#N/A	0
0	0	0	Section II. Mission Critical Training	0	0	0	0	#N/A	#N/A	0
0	0	0	Section II. Mission Critical Training	0	0	0	0	#N/A	#N/A	0
0	0	0	Section III. Other Needs Training - N	0	0	0	0	$0.00	$0.00	0
0	0	0	Section III. Other Needs Training - N	0	0	0	0	$0.00	$0.00	0
0	0	0	Section III. Other Needs Training - N	0	0	0	0	$0.00	$0.00	0
0	0	0	Section III. Other Needs Training - N	0	0	0	0	$0.00	$0.00	0
0	0	0	Section III. Other Needs Training - N	0	0	0	0	$0.00	$0.00	0
0	0	0	Section III. Other Needs Training - N	0	0	0	0	$0.00	$0.00	0
0	0	0	Section IV. Development Programs	Aspiring Leader Program (ALP);GS	Entry-level employees, GS 4-6 federal e	0		$0.00	$0.00	0
0	0	0	Section IV. Development Programs	New Leader Program (NLP); GS 7-	Entry-level employees, GS 7-11 federal	0		$0.00	$0.00	0
0	0	0	Section IV. Development Programs	Executive Leadership Program (ELI	Mid-level employees, GS 11-13 federal	0		$0.00	$0.00	0
0	0	0	Section IV. Development Programs	Executive Potential Program (EPP)	Senior-level employees, GS-13-15 fede	0		$0.00	$0.00	0
0	0	0	Section IV. Development Programs	Excellence in Government and e-G	Senior-level employees, GS-14-15 feder	0		$0.00	$0.00	0
0	0	0	Section IV. General Competencies	Workplace Safety		0	0	$0.00	$0.00	0
0	0	0	Section IV. General Competencies	Knowledge of DOE Business		0	0	$0.00	$0.00	0
0	0	0	Section IV. General Competencies	Partnering		0	0	$0.00	$0.00	0
0	0	0	Section IV. General Competencies	Political Savvy		0	0	$0.00	$0.00	0
0	0	0	Section IV. General Competencies	Influencing/Negotiating		0	0	$0.00	$0.00	0
							Grand Total:		#N/A	

The TNA Data Report will be uniform throughout all elements, and will not be modified to adhere to special requests

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TNA Team

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