

FY16

TRAINING NEEDS

ASSESSMENT OVERVIEW

For the Customer Liaison/Training Point of Contact

Agenda

- ITM Overview
- ITM Timeline
- TNA Members & Roles
- Why Complete a TNA
- TNA Process for TPOCs
- FY16 TNA
 - Assessment Tool
 - Reports

Integrated Training Management



ITM Timeline

Training Needs Assessment (TNA) For FY16	Complete By
Confirm organizations TPOC for TNA: Email to TPOCs requesting confirmation	April 6
Annual TNA kick-off: Memo sent from DOE's CLO, TNA tool sent to TPOC's	April 20
Organizations validate & complete TNA tool	April 20-June 5
ITM Team validate and complete TNA data reports and send to TPOCs	June 26
DOE TNA Roll-Up Report sent to DOE's CLO	July 17
Annual Training Plan (ATP) For FY16	Complete By
ATP template sent to TPOCs	July 20
Organizations complete and edit ATP with ITM Team consultation	August 20
Organization's management approve and sign training plan	September 25
ATP completed and available for reference on organization's FY16 training requirements and budget	October 1
DOE ATP Roll-Up Report sent to DOE's CLO	November 24
Annual Training Summary Report (ASR) For FY15	Complete By
ASR template sent to TPOCs w/ PATCO info & IDP completion info	December 7
Organizations add comments and make edits to report	December 18
Organization's management approve and sign report	December 31
DOE ASR Roll-Up Report sent to DOE's CLO	January 15, 2016

ITM Members & Roles

ITM Team Roles

- 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

Why Complete a TNA?

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

TNA Process for TPOCs

1. 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
2. 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

FY16 TNA Assessment Tool

Tabs/Worksheets within TNA Assessment Tool

- References - lists Training Priority Levels, Glossary, and Terms
- I. Organizational Information
- 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

Section II. Mission Critical Training NOTE: Please avoid changing the format of rows and columns

Job Title (Optional)	Course Identified – Use Drop Down List (Click on Cell to Activate) -or- TYPE IN FULL COURSE NAME - NO ABBREVIATIONS <i>"If a course name is typed in, a course cost is needed"</i>	# of employees needing Training in FY14	Course Cost	Total Cost	Priority 1-2-3-4
	Grand Totals:	0	N/A	#N/A	N/A
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	
			#N/A	#N/A	

Scroll Down for additional space

FY16 TNA Data Report

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.

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

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

Contacts

- If you have any questions please contact the ITM Team

Michelle Gonzales - Primary

ITM Administrator

301-903-9877

Michelle.Gonzales@hq.doe.gov

Emma Troy - Alternate

301-903-9875

Emma.Troy@hq.doe.gov