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FY 2014

Training Needs Assessment Review

Customer/Liaison/Training Point-of-Contact

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LDTS
April 9, 2013

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Agenda

- **Overview**
- **Our Timeline**
- **Why Complete a TNA**
- **TNA Members & Roles**
- **FY14 TNA**
 - **Assessment Tool**
 - **Reports**
 - **Program Coordination**
- **Questions – TNA Team**

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Integrated Training Management

Integrated Training Management (ITM)

**Training Needs
Assessment (TNA)**

Data Collection & Analysis

**Annual Training Plan
(ATP)**

Management Planning Tool

**Annual Summary
Report (ASR)**

*Comparison of Planned vs
Actual Performance*

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FY13 ITM Timeline

Training Needs Assessment (TNA) For FY14	Complete By
Send email to TPOCs confirming TNA point-of-contact	March 27
Train designated LDTS/TNA Team	March 28
Annual TNA kick-off/Send directional email (TNA Tool)	April 9
Training Needs collection validated & completed by organizations	June 6
TNA data review and validation completed	June 28
DOE TNA Roll-Up Report – Send to LDTS Director and DOE's CLO	July 3
Annual Training Plan For FY14	Complete By
Send ATP template to TPOCs	July 8
ATP completed and edited by organizations/TNA Team consultation	July 15
Organization's management approve and sign training plan	August 23
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 29
Annual Training Summary Report For FY13	Complete By
Send ASR template w/ PATCO info & IDP completion info to TPOCs	December 2
Incorporate customer's comments/edits to report	December 14
Organization's management approve and sign report	December 31
DOE ASR Roll-Up Report – Send to LDTS Director and DOE's CLO	January 15, 2014

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

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

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TNA Process for TPOCs

- **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

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FY14 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.

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	0	#N/A	#N/A	0
0	0	0	0 Section II. Mission Critical Training		0	0	0	#N/A	#N/A	0
0	0	0	0 Section II. Mission Critical Training		0	0	0	#N/A	#N/A	0
0	0	0	0 Section II. Mission Critical Training		0	0	0	#N/A	#N/A	0
0	0	0	0 Section II. Mission Critical Training		0	0	0	#N/A	#N/A	0
0	0	0	0 Section II. Mission Critical Training		0	0	0	#N/A	#N/A	0
0	0	0	0 Section II. Mission Critical Training		0	0	0	#N/A	#N/A	0
0	0	0	0 Section II. Mission Critical Training		0	0	0	#N/A	#N/A	0
0	0	0	0 Section II. Mission Critical Training		0	0	0	#N/A	#N/A	0
0	0	0	0 Section II. Mission Critical Training		0	0	0	#N/A	#N/A	0
0	0	0	0 Section III. Other Needs Training - N		0	0	0	\$0.00	\$0.00	0
0	0	0	0 Section III. Other Needs Training - N		0	0	0	\$0.00	\$0.00	0
0	0	0	0 Section III. Other Needs Training - N		0	0	0	\$0.00	\$0.00	0
0	0	0	0 Section III. Other Needs Training - N		0	0	0	\$0.00	\$0.00	0
0	0	0	0 Section III. Other Needs Training - N		0	0	0	\$0.00	\$0.00	0
0	0	0	0 Section III. Other Needs Training - N		0	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	\$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	\$0.00	\$0.00	0
0	0	0	0 Section IV. Development Programs	Executive Leadership Program (ELI) Mid-level employees, GS 11-13 federal		0	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	\$0.00	\$0.00	0
0	0	0	0 Section IV. Development Programs	Excellence in Government and e-Gov Senior-level employees, GS-14-15 feder		0	0	\$0.00	\$0.00	0
0	0	0	0 Section IV. General Competencies	Workplace Safety		0	0	\$0.00	\$0.00	0
0	0	0	0 Section IV. General Competencies	Knowledge of DOE Business		0	0	\$0.00	\$0.00	0
0	0	0	0 Section IV. General Competencies	Partnering		0	0	\$0.00	\$0.00	0
0	0	0	0 Section IV. General Competencies	Political Savvy		0	0	\$0.00	\$0.00	0
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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Questions? - TNA Team



TNA Team

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