

INVITATION

What is Sjöland & Thyselius TNA Course? [TNA – Training Needs Analysis]

Day 1, Open seminar - An introduction to TNA

Identifying training requirements and developing training can be expensive, complex and time consuming. This seminar explains the business need for training and identifies a procedure to ensure that training and training equipment meet the needs in a cost effective manner.

Day 2 – 4, Practitioners' course

This course builds upon the seminar by giving the student the skills to carry out a Training Needs Analysis.

The course will utilise a case study to develop a TNA. Following presentations and discussions, students will develop their skills through a series of practical exercises using the case study and supporting material. The following three stages of the TNA will be developed:

- » **Stage 1:**
 - Scoping Study – Provides the background information for, and sets the boundaries of, Stage 2.
- » **Stage 2:**
 - Operational Tasks Analysis – Identifies the tasks needed to operate and maintain a system and categorises them in terms of difficulty, frequency and importance.
 - Training Gap Analysis – Identifies the gap between the target audience's current ability and that required to meet the new tasks.
 - Training Options Analysis – Considers and reviews possible training options to meet the new training requirement and produces a recommended and costed solution.
 - Final Report – Identifies one preferred training solution and the reasons for the choice.
- » **Stage 3:**
 - Post Project Evaluation – Considers the successes and failures of the TNA and provides 'lessons learned' for future TNA and training development.

The course will be held in English by Mr Charles Smith-Holland, who is an experienced training analyst with extensive experience from active military service as well as civilian management positions in the UK.

INFORMATION

- » **When?**
 - Tuesday Oct 21st, 9:00 – 16:00, open seminar.
 - Wednesday Oct 22nd to Friday 24th, Sjöland & Thyselius TNA Course.

- » **Where?**
 - Hälsingegatan 43 (10th floor), Stockholm, Sweden.

- » **Cost?**
 - The seminar Oct 21st is free of charge.
 - The three day course costs SEK 11 500 (excl VAT) and includes lunch all three course days and dinner on Thursday Oct 23rd.

- » **Registration**
 - Send your application via e-mail to tna@st.se.
 - Last day of registration is Oct 7th.
 - Remember to specify if your application is for the seminar only or the complete course.

- » **Accommodation**
 - We recommend Elite Palace Hotel for accommodation www.elite.se/hotell/stockholm/palace.
centralreservation@elite.se, +46 771 - 788 789.

- » **Questions**
 - Please contact Lars Westling if you would have any questions +46 70 943 66 00 or lars.westling@st.se.