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

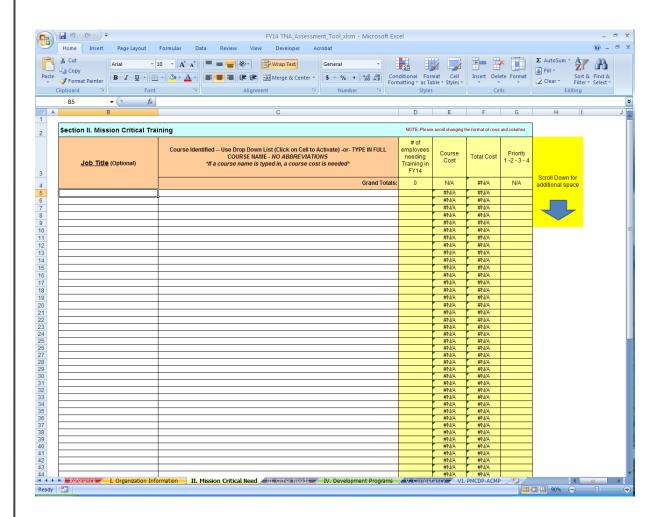
2. Enlist management support of needs gathering effort

- 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



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	Section II. Mission Critical Training	C		0 0	#N/A	#N/A	0
	0	0	Section II. Mission Critical Training	C)	0 0	#N/A	#N/A	0
	0	0	Section II. Mission Critical Training	C)	0 0	#N/A	#N/A	0
	0	0	Section II. Mission Critical Training	C)	0 0	#N/A	#N/A	0
	0	0	Section II. Mission Critical Training	C)	0 0	#N/A	#N/A	0
	0	0	Section II. Mission Critical Training	C)	0 0	#N/A	#N/A	0
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	0	0	0 Section IV. General Competencies) 0	\$0.00		_
	0	0	0 Section IV. General Competencies	Influencing/Negotiating		0	\$0.00		0
						Grai	nd Total:	#N/A	1

Contacts

If you have any questions please contact the ITM Team

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