



# Training Needs Assessment (TNA)

Curriculum Standards & Instructional Technology  
Branch

*May 2025*

*Version 1.0*



**FEMA**



**NATIONAL DISASTER &  
EMERGENCY MANAGEMENT  
UNIVERSITY**



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## Request for Revision/Development

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Person(s) Submitting Request: \_\_\_\_\_

Email: \_\_\_\_\_

Office/Branch/Department: \_\_\_\_\_

### Reason for TNA

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1. Identify the reason for this TNA:

- ☐ New Requirement
- ☐ Change in Policy/Procedure
- ☐ Cyclical Review of Existing Training
- ☐ Problem Identified with Existing Training/Supports

2. Briefly describe the reason for the assessment:

3. Is there a law, regulation, directive, standard, grant funding eligibility requirement, etc., which mandates this training or performance support? If yes, list all applicable mandates.



## Connect the Need to FEMA

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4. Which parts of the FEMA Mission and Strategic Plan does this training or performance support address?
  
  
  
  
  
  
  
  
  
  
5. Identify the National Preparedness Goal Mission Area and FEMA Core Capabilities this training or performance support will address.

## Target Audience

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6. Who is the target audience for your training and support materials?

When defining your audience, consider the following factors:

- Organization: Where are they employed?
- Career Area: What is their role or field?
- Level of Experience: How much knowledge or experience do they have in the relevant subject matter?



7. How many people of completed this course in the last 3 years?

8. Review Level 1 feedback. Include any recurring comments or issues with the course.

9. Perform a test item analysis and identify “no miss” questions (>95% of students correctly answered) or “high miss” questions (> 40% of students incorrectly answered questions). Are there problems with the exam that need to be addressed?



## Gap Analysis

10. Perform a gap analysis:

Identify the **Expected Performance**, **Current Performance**, and the different (**Gap**).

Then for each **Gap**, identify the **Cause** (lack of knowledge, lack of motivation, lack of process, etc.) and finally **Propose a Solution** for each Gap.

Solutions could include [existing solutions](#).

Add a separate row for each Goal.

Highlight training specific solutions.

Expected Performance (Goals)	Current Performance	Gap	Cause	Proposed Solution





## Proposed Solutions

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11. Based on the proposed solutions above, fully define the suggested training related solutions including courses, job aids, microlearning, etc. For each solution include a goal.
  
12. Based on the proposed solutions above, fully define any non-training solutions including their goal and how they will be accomplished.
  
13. Based on the gap analysis above, are there any gaps that will not be addressed at this time?

## Existing Solutions

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### Listing of Course Catalogs to Check

- [NTED | National Preparedness Course Catalog](#)
- [Emergency Management Institute | Search Course Catalog](#)
- [National Fire Academy](#)
- [Cybersecurity Training & Exercises | CISA](#)
- [Training | CISA](#)
- [Education and Training | HHS.gov](#)
- [Training | Occupational Safety and Health Administration](#)
- [Find Training Opportunities | Homeland Security](#)
- [FEMA's Premier All-Hazards Training Center - Center for Domestic Preparedness](#)

Requester Signature:

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Branch Chief Signature:

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## Approval Section:

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- Reviewed by: \_\_\_\_\_
- Position: \_\_\_\_\_
- Date of Review: \_\_\_\_\_
- Decision:      ☐ Approved ☐ Denied
- Comments/Notes:

Reviewer Signature:

\_\_\_\_\_

Provost Signature:

\_\_\_\_\_