

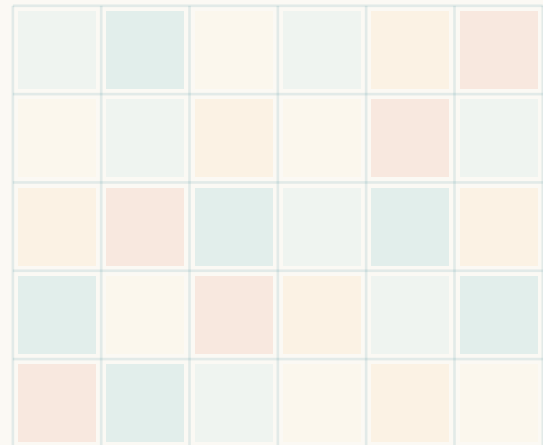


AN ARDENT WORKSHOP PRODUCT

Free TNA Starter

The 0–4 gap method, on a small board — free from Ardent Workshop.

[Start here](#)



Your free training-needs-analysis starter

A training-needs analysis — also called a training needs assessment — is one honest comparison, made for every person and skill: the level you require versus the level they have now. The difference is the training need. Rate current skill on a simple 0–4 scale, set the level the role requires, and the gaps become something you can see and act on.

	Level	What it means
0	None	No capability yet. Has not been trained on or exposed to this skill. Treat a blank cell the same way — a gap until someone is assessed.
1	Aware	Knows the basics and the vocabulary, but needs step-by-step guidance to do the task. Cannot yet work it usefully alone.
2	Working	Can perform the routine parts of the task with occasional support or a checklist. Reliable on the common cases, not yet the exceptions.
3	Proficient	Performs the whole task independently and to standard, including the awkward cases. This is the target for most roles — the level that counts as fully capable.
4	Expert	Complete mastery. Handles the hardest cases, improves how the task is done, and can train and sign off other people. Your bench strength and your trainers.

How to use the starter

- 1 Open TNA-Starter.xlsx in Excel or Google Sheets.
- 2 List your people and a few skills, set the Required row, then rate each cell 0–4.
- 3 Watch the cells color themselves — a red cell is a gap; the 'Gaps' column counts how many skills each person is below target on.

READY TO RANK AND COST IT?

This starter shows the gap method on a small board. The full Training-Needs Analysis Workbook adds the piece that turns a gap list into a plan: every skill ranked by priority (gap × weight), a ranked and costed training plan with owners and dates, a budget rollup, and three plain-English guides plus printable worksheets — one owned file for Excel, Google Sheets, and LibreOffice. [Get the full Training-Needs Analysis Workbook >](#)

Free starter from Ardent Workshop. The example team is fictional and illustrative. This is a planning and record-keeping template, not HR, legal, safety, or compliance advice, and not a certification of anyone's competence.