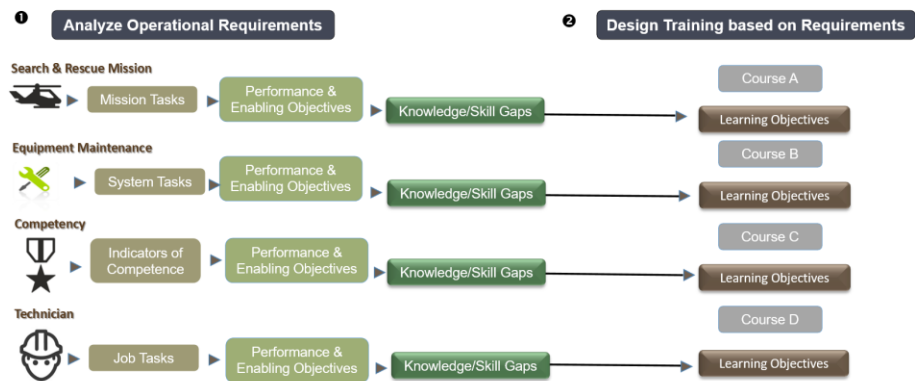


## How to Simplify & Speed Training Needs Analysis

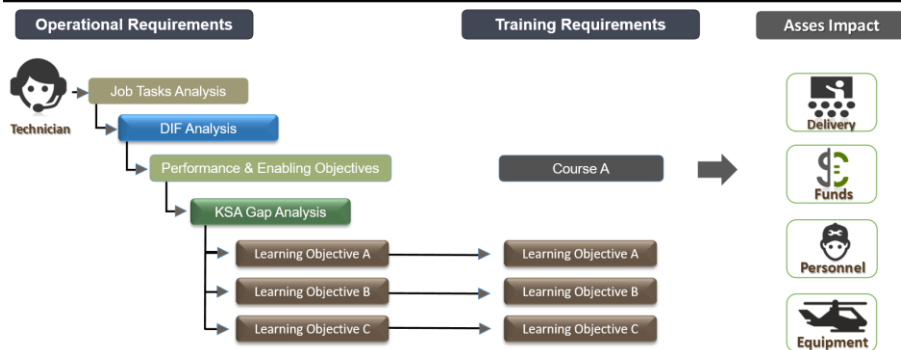
Training Needs Analysis (TNA) is crucial to operational readiness and mission success. TNA identifies the most cost effective training solution needed by each job/role to perform tasks to the desired standard. Moreover, TNA provides the foundation for strategic training decisions. For example, who should be trained on what and why; which training programs will have the greatest impact; how much money, personnel and resources are needed; and so forth.

### Challenge: Create & Maintain Digital Thread



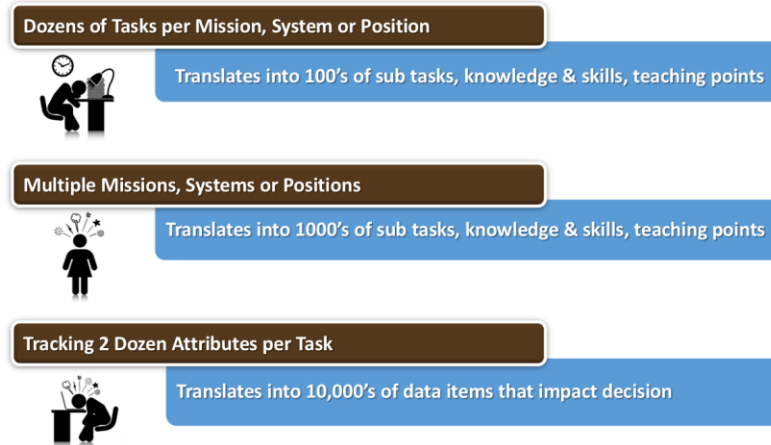
TNA can start at the mission, equipment, system or job level. Typically it unfolds by first identifying the Tasks needed to achieve missions, operate/maintain systems, or perform various job functions. Second, Tasks are decomposed into Sub Tasks; and the standards and conditions under which each Task will be performed are defined. Third, Tasks Difficulty, Importance and Frequency (DIF) are assessed using the DIF model to uncover training requirements and priorities. Forth, performance and enabling objectives are generated. Fifth, training requirements are uncovered by revealing Knowledge, Skills and Attitudes needed to perform each Task and comparing them to entry levels to uncover gaps, and identify learning objectives. Sixth, training courses and activities are selected/selected to address training requirements. Finally, Media/Option analysis is conducted to identify viable delivery options. The cost of each alternative is forecasted by identifying expenses and personnel/resource requirements. The optimal solution is uncovered by assessing cost/effectiveness ratios – i.e., lowest cost that provides maximum impact.

### Challenge: DIF, Gap, Media & Cost Analyses



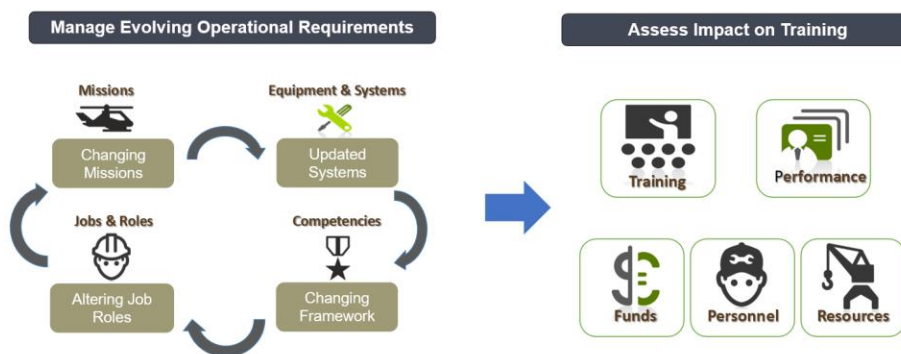
Dozens of Tasks may be needed to achieve a mission, perform a job function or operate and maintain equipment and systems. As the Tasks are decomposed into Sub Tasks, data exponentially increases; as does the Knowledge and Skills needed by each Sub Task.

### Challenge: Manage Data



Although in theory, TNA should perfectly align training with operational requirements, environments are not static. So, as missions, equipment, systems, policies and regulations change, the alignment of training courses/activities with these requirements gradually deteriorates. Thus, the quicker we can uncover the impact of changes to missions, equipment, systems, policies, and regulations on training courses and activities, the faster we can make the necessary adjustments to maintain alignment, preserve training effectiveness and efficiency, and in-turn job performance.

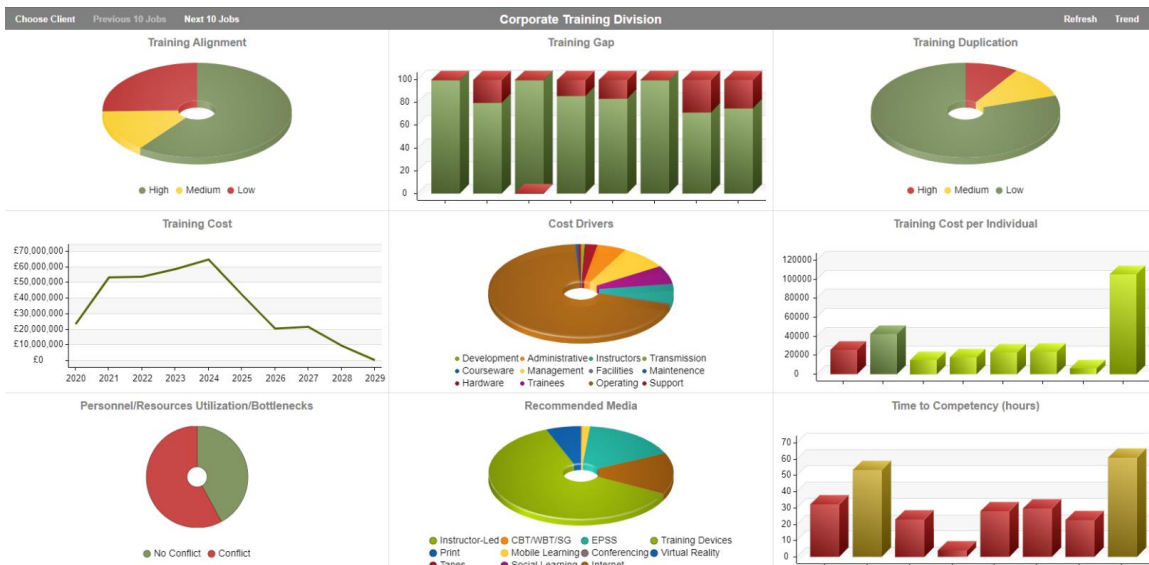
### Challenge: Assess Impact of Change



Multiple reports are typically required to meet the needs of various standards. These include: Master Task List (MTL); Master Training Task List (MTTL); Training Requirements Report (TRA); Objectives and Media Analysis Report (OMAR); Job Task Analysis Report (JTAR); Qualification Standards (QS); Media Analysis; Cost Analysis; Training Plan (TP); Role Performance Statement; Formal, Workplace and Residual Gap Statements; Assessments; Scalars and so forth.

BNH's Training Management System ADVISOR Enterprise provides the following features/benefits:

- **System of Record.** Store operational and training-related data including missions, systems, jobs, tasks, objectives, knowledge, skills, attitudes, and variants in a centralized database that can be accessed anytime and from anywhere.
- **Simplify & Speed Training Analysis & Design.** This includes data collection through custom-built Excel spreadsheets; automation of DIF, training gaps, media, cost, and personnel/resource requirements analysis; generation of dozens of reports in a single click; data management, reuse and sharing.
- **Facilitate Collaboration.** Relevant data/analysis is accessible anytime and from anywhere by all team members with only a Browser.
- **Automatically Track Changes** made by each team member, including what change was made, when and by whom.
- **Maintain Consistency** by identifying data to be collected, analysis to be conducted and reports to be generated.
- **Assess Impact of Change** by quickly and accurately identifying all training activities, courses, lessons and teaching points impacted by a change to a mission, system, job, policy, and so forth.
- **Generate Audit Trail.** A digital thread that connects all data items. Generate top down and bottom up reports to identify where each requirement is addressed, gaps, as well as why each activity is needed.
- **Forecast Personnel/Resources** by quickly identifying courses, activities, budget, personnel and resource requirements for any time period.
- **Comply with Standards** including CFITES, JSP-822, MIL-HDBK-29612-2A, AETC Handbook 36-2203, TRADOC Pamphlet 35-70-6, Australian Defence Model, AIA, S6000T and EASA.
- **Drive Training Efficiency.** Generate daily health snapshots on the training organization to continually realign courses/activities with operational requirements. Thus, identifying gaps, unnecessary training, cost drivers, bottlenecks and opportunities for leveraging technology.



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