

## Sample checklist for a training needs analysis (Standard 2.1)

---

A training needs analysis (TNA) is required before a curriculum is developed by the training provider and agreed with the commissioning organisation. It is recognised that the training provider may have to support the commissioning organisation with a list of all information needed.

Below is a checklist of the minimum information needed. It can be used to support this process.

### General information required

---

How many staff require training?

What are the roles of these staff?

Level of training required

Service setting specific information

Population specific considerations

Any person specific characteristics (such as cultural heritage, age, gender and health issues) that will need to be taken into account when developing a curriculum for both the staff who will be attending the training and the people they support:

- Staff characteristics
- People who are supported by the staff undergoing training

Mandatory training that all staff have undergone to date based on service specific regulatory standards

Confirmation that all staff undertaking the training will have already received training in emergency first aid and manual handling

Relevant organisational policies:

- Safeguarding
- 'Whistleblowing' (raising a concern)
- The use of restrictive interventions and/or other restrictive practices
- Manual handling
- Stakeholder involvement (how the organisation includes the views of people it provides services to, those with lived experience, and/or families or advocates)

Organisational mission statement

Organisational restraint reduction action plan

Any evidence based models of care employed by the organisation, for example positive behaviour support framework/recovery models, etc.

Any other service specific information or policies which are relevant to training in the use of preventing and managing behaviours of concerns

Service and organisational data as appropriate which documents current restrictive intervention usage (physical, chemical, mechanical, seclusion, segregation) in the organisation

Accurate information about the current range, frequency and severity of behaviours of concern that are presented to the staff who are attending the training

Identification of a named person in the organisation responsible for restraint reduction whom the training organisation will be working in partnership with to agree the training curriculum and monitor its delivery, and who will be able to review its application in practice. This person should be actively involved in the ongoing process of evaluation and review with the training provider