

Training Needs Analysis

When completed, please return this form to
Mark Tennant, inspire2coach, University of Warwick Tennis Centre, Westwood
Campus, Kirby Corner Road, Coventry CV4 7AL
prior to the first visit



TNA Completion Process

Prior to starting the IDP, coaches need to fill out the following Training Needs Analysis.

This Training Needs Analysis is not going to be used as an assessment tool. It is not intended to be an objective measure of any set of coaching competencies. Rather it is designed to be a useful tool for setting the agenda for the Coach – Mentor relationship. The important factor is that this agenda is created by you, and for you. Thus this process of self-reflection and self-profiling should lead to efficient action planning.

Self-reflection is a learning tool that allows you to take responsibility for your own development. It is a key skill which, once mastered, you can use to maximise your learning potential in any situation.

The starting point for self-reflection is always your current practice. You need to evaluate your own abilities to perform in each of the criteria listed in the following pages and determine how effective or otherwise your actions have been.

You will then be asked to decide on a plan that will improve your skills and abilities.

Personal Details

Please complete your personal details here.

Personal Information				
Name and Coach Code				
Telephone No	Work		Mobile	
Email				
Current Job Title				
Organisation				
Main Role				
Three main tasks within role	1.		2.	
Previous Experience:	Position		Experience	
	Position		Experience	
	Position		Experience	

The Past

This form is to be completed by you prior to starting the Individualised Development Programme.

Over the **last 12 months** please comment on the following:

Question:	Comment:
What were your aims / objectives / goals to achieve by now?	
To what extent have these been achieved?	
What factors have helped you to make progress over the last 12 months?	
What factors have hindered your progress over the last 12 months?	

The Present

This form is to be completed by you, and emailed to your mentor, prior to meeting 1 of the IDP.

Please indicate your perception of your own current performance of the following skills within your current role:

- 0** = Not relevant to your role
1 = Poor, Not effective, No Understanding
2 = Satisfactory, Quite Effective, Limited Understanding
3 = Good, Effective, Some understanding
4 = Very Good, Very effective, Full Understanding

Leadership	Score
• Can define leadership and management and are aware of the skills of a leader	
• Develop productive working relationships with internal colleagues	
• Develop productive working relationships with external partners	
• Understand what motivates key stakeholders	
• Understand, and can implement the principles of negotiation and the key skills required for a successful negotiation	
• Ability and skills to influence others	
• Can use inspirational language and display passion	
Average Score	
Customer Care	Score
• Give customers a positive impression of yourself and your organisation	
• Competent in resolving customer problems	
• Work with others to improve customer service	
Average Score	
Safeguarding Children	Score
• Know and understand the NSPCC standards for protecting children	
• Know what to do should an allegation incident or disclosure occur	
• Understand the role of a club welfare officer and would be comfortable offering advice to sports clubs	
• Understand the role of CBR and how to carry out checks (or advise where checks can be carried out)	
Average Score	
Marketing and Media	Score
• Ability to effectively market and promote sport in your area	
• Aware of marketing opportunities and contacts within your area	
• Ability to prepare and circulate publicity promoting work activities	
Average Score	

Finance	Score
• Able to explain and analyse the economics related to your business	
• Understands the principles and techniques within management and financial accounting.	
• Can analyse and measure the financial performance of your sport organisation	
• Can develop coherent financial reporting systems	
• Knowledge and ability to write successful funding bids	
Average Score	

Coaching Programme	Score
• Able to develop players from mini tennis red through to County, Regional and National Talent ID	
• Able to set up and run coaching sessions for juniors that cater for tech, tact, phys and mental development	
• Can set up and run a junior programme that allows juniors to learn, progress and compete	
• Can build a relationship with local schools and run taster sessions + curriculum time coaching	
• Can set up, promote and run adult beginner sessions	
• Understands and can run a full adult programme involving coaching, social and competition	
Average Score	

Coaching Skills – Mini Tennis	Score
• Technical and tactical development of mini tennis player	
• Technical and tactical development of advanced players	
• Can run physical training sessions for Mini Tennis Players	
• Can run physical training sessions for 10-20yr olds or understand principles to liaise with trainer	
• Understand the principles of sports psychology and how it affects coaching	
• Can observe and analyse a player to set meaningful and agreed goals for improvement	
• Has recorded goal setting sheets and training programmes for priority players	
Average Score	

Coaching Skills – Juniors	Score
• Technical and tactical development of junior tennis player	
• Technical and tactical development of advanced players	
• Can run physical training sessions for junior Tennis Players	
• Can run physical training sessions for juniors or understand principles to liaise with trainer	
• Understand the principles of sports psychology and how it affects coaching	
• Can observe and analyse a player to set meaningful and agreed goals for improvement	
• Has recorded goal setting sheets and training programmes for priority players	
Average Score	

Coaching Skills – Adults	Score
• Technical and tactical development of adult tennis player	
• Technical and tactical development of advanced players	
• Can run physical training sessions for adult Tennis Players	
• Can run physical training sessions for adults (cardio)	
• Understand the principles of sports psychology and how it affects coaching	
• Can observe and analyse a player to set meaningful and agreed goals for improvement	
• Has recorded goal setting sheets and training programmes for priority players	
Average Score	

Working in schools	Score
• Experience of working in Primary Schools	
• Experience of working in Secondary Schools	
• Experience of working in Special Schools	
• Experience of managing a Place to Play's School Club Link programme and recognise the benefits of this	
• Experience of delivering Tennis Leaders within a school environment	
• Attended the 'Working in Schools Coach CPD' Course	
• Completed the 'Coaching in Schools' Online Modules	
Average Score	

Competition knowledge	Score
• Mini Tennis Ratings, AEGON British Tennis Ratings & Rankings	
• Competition framework	
• Competitive Structure	
• Regularly competing juniors	
• Competition within programme	
• Internal cub competition for juniors and adults	
• Inter cub competition for juniors and adults	
• Tennis Tournament Planner (TTP)	
• LTA Competition Regulations & Officiating	
Average Score	

Start to consider your training and development needs based on the scores above.

Remember that you should consider both your current score and its level of importance to you in your work when deciding whether to set it as a priority area.

The Future

This form is to be completed by you prior to meeting 1 of the Individualised Development Programme.

Based on your completed self-reflection and Coach Profile, determine your 3 main strengths and 3 priority areas in which you consider you need to evolve over the next 12 months:

Question:	Comment:	
Strengths	1	
	2	
	3	
Priority Areas for Further Development	1	
	2	
	3	
What training and development support do you feel you need to help you achieve these objectives?		
What other resources and support do you feel you need to help support achievement of these objectives?		
Do you have any longer term objectives?		
Is there anything else that that you would like to discuss?		

Training Needs Analysis Meeting Preparation Form

This form is to be completed by the Mentor prior to the one-to-one meeting with the Coach.

Once you have read and digested the Coach's feedback of their abilities in the past, present and the future, record here what you wish to discuss with the Coach during the Training Needs Analysis meeting:

Question:	Questions to ask / Comments / Discussion Points
Objectives and Achievements over the last 12 months	
Development	
Support	
Future Objectives	
Any other issues / discussion topics	

Training Needs Analysis Overview

This form is to be completed jointly by you and your mentor during your one-to-one Training Needs Analysis meeting. It sets out the outcome and development goals for the whole learning and development programme (9-12months).

Identify aims and objectives in the following areas for the forthcoming 12 months?	Outline how this is going to be achieved	Outline the training, study and practical support needed to achieve this
Strength 1:		
Strength 2:		
Strength 3:		
Area for Further Development 1:		
Area for Further Development 2:		
Area for Further Development 3:		
Does the Coach have any longer term objectives?		
Any other comments?		
Signed (Coach)		Signed (Mentor)
		Date

Learning and Development Contract 1

This form is to be completed jointly by you and your mentor during your one-to-one Training Needs Analysis meeting. It is a summary of what has been agreed and then what actions are going to be undertaken between now and the next review meeting.

Action Plan 1

This form is to be completed jointly by you and your mentor, at the end of meeting 1 (need's analysis). It sets out when meeting 2 is and what is going to be done between now and then.

1. Action Plan in respect of:

Person	Name
Coach	
Mentor	

2. Description – outline the work agreed between now and meeting 2

3. Action plan

Targets	Support Arrangements	Timescale	Who will monitor

4. Signatures

Person	Signature	Date
Coach		
Mentor		

Action Plan 2

This form is to be completed jointly by you and your mentor, at the end of meeting 2 (review). It sets out how Action Plan 1 had been completed, when meeting 3 is, and what is going to be done between now and then.

Action Plan in respect of:

Person	Name
Coach	
Mentor	

Description – outline the work agreed between now and meeting 3 (end of programme)

--

Action plan

Targets	Support Arrangements	Timescale	Who will monitor

Signatures

Person	Signature	Date
Coach		
Mentor		

Action Plan 3

This form is to be completed jointly by you and your Mentor, during and at the end of meeting 3 (summary and next steps). It reviews the programme and starts to look at what is going to happen next

Review and Action Plan in respect of:

Person	Name
Coach	
Mentor	

Review the original Training Needs Analysis Overview. Consider each training need identified and review progress

Based on progress made what future targets and actions would you like to set and agree

Targets	Actions	Timescale	Support Arrangements

Signatures

Person	Signature	Date
Coach		
Mentor		

You have completed the Individualised Development Programme.

All paperwork needs to be completed in detail and returned to Katherine.Vymetal@LTA.org.uk