

OpsPilot

Training Needs Analysis — User Manual

The Right Training for the Real Gap · AI Engineering Co-Pilot



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What this guide covers — what a TNA is, how the OpsPilot module runs one, what to have ready, and the output you receive.

1. What is a Training Needs Analysis?

A Training Needs Analysis (TNA) works out what training people genuinely need by starting from what they must be able to DO — not what's nice to know — assessing their current competency honestly, and prioritising the gaps by real risk. Its most useful discipline is recognising that the right answer to a gap is often not a classroom course: on-the-job training, a competency sign-off, or an OEM session may close the gap better and faster. Sending people on courses that don't address the actual gap is how training budgets get wasted.

2. What the OpsPilot module does

Role	Responsibility
 AI Coach (OpsPilot)	Guides a structured TNA — defining what the role must DO, assessing current competency honestly, prioritising gaps (regulatory, safety-critical, operational, developmental), and recommending the most effective solution for each — which is not always a course.
 HR / Operations / Training Lead (you)	Provide the role requirements, the honest competency assessment, and the organisational constraints — you know which gaps are a real risk right now.

3. How it works — the process

#	Stage
1	TNA driver and role in scope
2	Role requirements — task outcomes and mandatory licences
3	Current competency assessment — verified, not assumed
4	Gap analysis — required vs current, prioritised
5	Training solution design — OJT, classroom, OEM, certification
6	Training plan — method, deliverer, date, sign-off

#	Stage
7	Word report

4. What you will be asked — have this ready

- What's driving the TNA — new equipment, a regulatory requirement, a performance gap, new starters.
- The role requirements — the task outcomes and any mandatory licences.
- An honest current-competency picture (verified, not assumed).
- The constraints — time, budget, who can deliver training.

5. What you receive — the output

A Training Needs Analysis Report and Training Plan (Word): the role requirements, the verified current competency, the prioritised gap analysis (regulatory/safety-critical first), the recommended solution per gap, and a training plan with method, deliverer, date and sign-off.

6. Worked example (illustrative)

A new pump type is being installed and the team needs to maintain it. The role requirement is defined as outcomes — “can isolate, strip, replace bearings, align and return to service.” The honest competency assessment finds the crew is strong on isolation and alignment but has never worked on this specific seal arrangement. So the gap is narrow and specific. The TNA discipline then picks the right solution — not a generic week-long pump course, but a targeted OEM session on this seal plus supervised on-the-job sign-off on the first two jobs. The regulatory gap (a licence one technician lacks) is flagged as top priority because it's a compliance risk now. The plan names who delivers each, by when, with a sign-off — so the training closes the real gaps rather than ticking a course-attendance box.

7. Getting the best result

- **Start from what they must DO.** Task outcomes, not knowledge topics, define the real need.
- **Assess competency honestly.** An assumed competency is an untrained gap waiting to surface.
- **Prioritise by risk.** Regulatory and safety-critical gaps come before developmental ones.
- **A course isn't always the answer.** OJT, OEM sessions and sign-offs often close a gap better than a classroom.

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