

# TRAINING NEEDS ANALYSIS AND PERSONAL DEVELOPMENT PLANNING

## Training Needs Analysis (TNA) Document

As a research student you are expected to take considerable responsibility for managing your research project.

An essential part of this is having an understanding of your strengths; using these to your best advantage; and recognising areas you need to develop further.

You are embarking on postgraduate research study not only with academic qualifications, but also with a wide range of skills. These are going to help you to be a successful research student.

To enable the Graduate School Office to identify a portfolio of training courses you will be required to undertake, full-time students are required to complete a TNA document, which is compulsory for all students, within three months of enrolment; part-time students must complete within six months of enrolment.

You are strongly encouraged to complete this document as early as possible after enrolment. Student development needs will be identified and agreed jointly by the student and supervisory team.

Completion of the TNA document is currently optional for students who are registered under regulation 2.11 and/or who are located overseas.

This document has been designed to help you:

- reflect on the skills you already have;
- think about the areas you may need to work on;
- learn about training opportunities and support that are available; and,
- plan how and when you are going to develop your skills.

Your annual review will provide an opportunity to reflect on research training skills you have developed and review the areas you still need to address or identify new development needs.

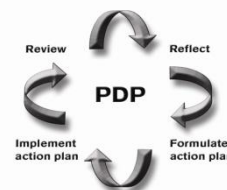
## Personal Development Planning (PDP)

Completion of the TNA document is also the beginning of your **Personal Development Planning (PDP)**. Although it is not compulsory to undertake PDP we strongly advise you to do so, as we believe it will be of great benefit to you both in your studies and in your future career.

You will be provided with the opportunity to maintain a record of personal progression by completion of PDP.

Students will be able to opt into completion of the PDP at any time during their period of registration. With advice and guidance, PDP will provide you with opportunities to:

- Reflect on your experience
- Formulate your own action plans
- Implement your action plans
- Review your personal, academic and career development



For more information refer to the Focus on Personal Development Planning for Research Students guide or go to myDMU.

Here are the views of two DMU research students:

*"I found the training needs analysis extremely useful as it alerted me to resources, as well as issues, I hadn't really considered, such as some of the more long term career planning aims. As a student embarking on perhaps years of study, it was well worth the short time it took to complete. For me, the PDP part will just help me keep a record of my progress and ensure I follow through."*

**Heather Conboy, Faculty of Humanities**

*"Personal development planning is widely used in industry to help the individual and the organisation. This system is more about you as an individual, and is an excellent way of getting you into the PDP mindset for your future working life."*

**Andrew Wallace, Institute for Energy and Sustainable Development**