Training Needs Analysis (TNA) Example Submissions

1. Personal Skills (Time management, Perseverance, Problem-solving, Critical thinking)

	Reflect on your current ability/experience in these areas (using examples if you wish):	What (if anything) will you do to further develop in these areas?	Reflection of ongoing development during your PGR studies:
Example 2	I have meetings with my supervisor every 2-3 weeks to ensure I'm making progress on my thesis and to communicate which tasks I'm prioritising at a given time. I use my Google calendar to organise my workload and make sure I'm fulfilling all my commitments (and let me know when I shouldn't be taking anything else on!) I am currently teaching a first-year undergraduate module, which includes setting and marking assessments. I have provided detailed feedback on students' work which demonstrates my ability to critically evaluate the work of others. I have also made significant efforts to find ways to evaluate the quality of my own work. I have taken part in the Work in Progress seminar held in my department, in which I presented a paper I was writing for a conference, and received very detailed feedback from other PhD students in my department on my argument as well as my presentation skills. I then presented at my first international conference at the end of last year, which included answering questions from other researchers in my field. This also helped me to evaluate the quality of my work.	I'm planning on submitting an article this year to a peer-reviewed journal, and the feedback from this process will help evaluate my research and further my critical thinking. It will also help me to persevere in challenging circumstances, as I'm sure the reviewers will raise some issues with my research that I will have to work on.	I think I developed my ability to manage my time and overcome obstacles during my undergraduate and MA study, and I'm really benefitting from this right now. Now that I have my own research project I'm getting better at solving problems and coming up with solutions to make sure things stay on schedule. While I like to organise my workload and make sure I'm in control of my workload, my supervisor is very supportive and gives me a good idea of how long I might expect things to take. I'd like to take on more responsibilities over the course of my PhD (teaching, publishing research, doing some public engagement, working with partner organisations), so taking the time to hone these project-management skills is important for me.

2. Communication, Networking and Collaboration

Communication Media and Methods
Do you use a variety of communication means including face-to-face, online and media?

Networking
Have you engaged individuals at conferences to make new working relationships outside of your institution?

Collaboration
Are you aware of your own behaviour and how it impacts on others in the team?

	Reflect on your current ability/experience in these areas (using examples if you wish):	What (if anything) will you do to further develop in these areas?	Reflection of ongoing development during your PGR studies:
Example 2	My role in organising my departmental Postgraduate Colloquium demonstrates my ability to meet all the requirements in this category. I learned new skills in communication while promoting the conference: I used twitter, wordpress, and facebook as well as emails to communicate details of the conference to delegates and circulate the call for papers. The planning and attending the conference was also a fantastic opportunity to network – I made lasting relationships with keynote speakers and peers at Universities across the UK. Organising and delivering the Colloquium also allowed me to develop my skills in collaborative working. With eight other organisers, I made arrangements for catering, venue hire, and inviting keynote speakers, as well as peer-reviewed proposals and deciding collectively which papers to accept, managing the budget, and so on.	I will continue to attend conferences next year to network with other researchers in my field. I'm also on the steering committee for an international conference to be held at the University of Sheffield next year. This conference will be on an international level and is a longer event, so this will further develop my skills in collaboration, networking, and communication.	Given that my PhD is mainly an independent project, I really like having opportunities to work with other researchers to plan projects and events, and this is something that I hadn't done prior to my PhD.

3. Professional Skills

Argument construction
Are you clear about your research question?

Publication
Do you know how to prepare research for publication?

Project planning and delivery
Do you make the decision on what to do next in your research?

Teaching			
Can you effectively teach/supervise undergraduate students?			

	Reflect on your current ability/experience in these areas (using examples if you wish):	What (if anything) will you do to further develop in these areas?	Reflection of ongoing development during your PGR studies:
Example 2	I am teaching an undergraduate modules for the first time this year. This includes designing a course programme, creating seminar plans, delivering sessions, marking assessments, and providing feedback to students. I have been observed by a peer as well as an experienced member of teaching staff, and received positive feedback on both occasions. I work with my supervisor to decide what I'd like to take on next in terms of my research. I'm currently preparing an article to be submitted to a peer-reviewed journal this year, and my supervisor is giving me lots of feedback on what makes a piece of research publishable. I've also been seeking advice from peers about the publication process and how to present my research in article form (rather than a thesis chapter). I'm very clear on my research question and for my confirmation review I drew up detailed plan on what I need to do in my project to make sure I answer this question effectively. This also means I have a very clear idea about what I need to be working on and when until I submit.	I plan on submitting my article in a few weeks' time to a journal, and this will give me a clearer idea of the publication process and what journals require. I'm really enjoying teaching and I'd definitely like to do more to develop these skills. I've also signed up to some of the training offered by Elevate as part of the Sheffield Teaching Assistant programme.	I've also discovered that I really enjoy teaching, so I'll look forward to applying for more next year and developing my skills in this area.

4. Leadership

Influence and leadership			
Can you recognise the implications of your own research for real life contexts?			
Reputation and esteem/profile			
How might you develop your online research profile?			
Research Funding			
Are you aware of how your research aligns with the focus of your department, institution or funding body?			
Teaching			
Can you effectively teach/supervise undergraduate students?			

	Reflect on your current ability/experience in these areas (using examples if you wish):	What (if anything) will you do to further develop in these areas?	Reflection of ongoing development during your PGR studies:
Example 2	This is something I'd like to spend more time working on. I think as I attend more conferences and get my research published I'll start to build a research profile for myself. My research is on the poetry of the First World War, and the centenary of this is next year. It would be great to get involved in a public engagement project to share my research more widely and explore how the literature of the First World War sustains an impact on life today. I am aware of how my research aligns with my department, institution, and funding body. I am a member of several research groups in my department and contribute my research expertise to wider discussions that involve other researchers in different fields. I am also committed to research-led teaching outlined in the University's Learning and Teaching Strategy, and this has shaped my approach to course design for the module I currently teach. I also attend regular development days with my funding body and submit updates on my research to them. This helps to ensure my research activity aligns with their broader aims. I am also preparing to undertake a Researcher Employability Project (REP) next year, which is a requirement of my funding, where I'll use my specialist knowledge to work in museums and industries to produce a collaborative projects. This will involve me submitting funding applications and detailing my activity to assure my funder that my activity aligns with their objectives. I'll be planning this next year.	Plan my REP for next year. Find/plan a public engagement project to share my research more widely.	I haven't had much chance to develop these skills yet, but with my REP and my plans for public engagement activities, I hope to focus on this area more next year.

5. Ownership and understanding of the scope for career development options

Career Management			
Are you aware of career pathways within and outside of academia?			

	Reflect on your current ability/experience in these areas (using examples if you wish):	What (if anything) will you do to further develop in these areas?	Reflection of ongoing development during your PGR studies:
Can you communicate convincingly about your research specific and transferable skills?			
How can you improve your employability?			

	Reflect on your current ability/experience in these areas (using examples if you wish):	What (if anything) will you do to further develop in these areas?	Reflection of ongoing development during your PGR studies:
Example 2	I am aware of career pathways within academia. I am working with my supervisor to develop the necessary skills and experience in order to attain a post in a University after my PhD. This includes my teaching, efforts to publish, and my participation in conferences. I have developed a range of transferable skills over the course of my PhD so far. My role in planning the Colloquium has given me project management and team working skills. My teaching position in the department has also given me a wide range of skills in this area, as well as experience of course design and evaluation methods through being part of a course teaching team.	I would like to continue attending conferences to develop my communication and presentation skills, as well as my ability to forge strong working relationships through networking. My plans to co-organise another international conference next year will enhance my events management experience. Finally, my plans to publish my research as previously mentioned will help me to become a strong candidate for an academic position after my PhD.	I have developed a range of transferable skills over the course of my PhD so far and would like to continue doing so. I would like to explore more ways to enhance my teaching practice as this is something outside my research that I've been enjoying doing.

6. Understanding the importance of impact and translation (if you are not engaged in this area, reflect on its importance instead)

Impact
Do you have an awareness of the impact of your
research on wider society (culture, environment policy)?

Public engagement/Outreach
Do you have experience in communicating your research to a non-specialist audience?

Policy
How could your research impact on policy?

Enterprise and IP
Are you aware of the value to academia of establishing relationships in business/commercial context?

	Reflect on your current ability/experience in these areas (using examples if you wish):	What (if anything) will you do to further develop in these areas?	Reflection of ongoing development during your PGR studies:
Example 2	My research doesn't directly relate to policy, but I would like to spend more time thinking about the potential for public engagement and outreach, as I haven't done much of this so far. As part of my REP I'd like to work with a museum to develop a collaborative piece of research which could include a public-engagement element.	I'd like to take part in/develop my own project to mark the centenary of the First World War next year and the literature that was written during that time. I'm not sure how I'd go about this yet but I'll certainly consider it over the next few months by speaking to other academics in my department who work on literature in that period. I'm aware that there are outreach opportunities advertised within my department and I will sign up to deliver something at a local school next year.	This is something I've not really focused on so far in my PhD, so I plan to look into ways to engage with the public and schools over the next year and as part of my REP.

7. Responsible research and innovation

Ethics
Are you aware of ethical issues and/or good research practices relevant to your field?

Data Management
Do you have a data management plan that you have shared with your supervisor?

Sustainability
Do you ensure your research does not have a negative effect on the environment and society?

	Reflect on your current ability/experience in these areas (using examples if you wish):	What (if anything) will you do to further develop in these areas?	Reflection of ongoing development during your PGR studies:

| Example 2 | I have taken the DDP Ethics module and completed associated work. While my project doesn't have many ethical implications it was useful to consider good research practices. I have also shared my data management plan with my supervisor and we have discussed how best to organise and store my data.

My research will not have a negative effect on the environment and society. I am trying to ensure that I'm having as little impact on the environment as possible – reading articles online rather than printing them, using public transport/carpooling to conferences and events etc. | I will have to consider issues of sustainability when co-organising a conference next year. Given that delegates have been invited from across the globe, I'm keen to investigate ways to minimise use of transport to and from the conference and to our excursions during the event. | I feel like I've attended to these issues as much as I can over my PhD so far, given that my project is fairly straightforward in terms of ethics and data management. I would like to continue to find ways to make my research and events I attend/organise more sustainable, and will put this into action when planning my REP and next year's conference. |

8. Qualitative skills and/or quantitative and digital skills, depending on discipline

Do you know what research approaches/ techniques are generally used in your field and which are relevant to you?

Can you use relevant IT packages for effective analysis?

	Reflect on your current ability/experience in these areas (using examples if you wish):	What (if anything) will you do to further develop in these areas?	Reflection of ongoing development during your PGR studies:
Example 2	I have undertaken a lot of self-reflection in terms of my approach to research and how I work best. I have discussed how to balance research with writing with my supervisor and am making good progress on my thesis so far. I am gaining more experience in using online repositories to find primary and secondary sources. Given my discipline and the nature of my project, the only IT packages that are relevant to my research are probably those in standard Microsoft packages. I am well-versed in using these so don't feel like I need to develop this any further for now.	As stated previously, I feel confident in both of these aspects and will use the next year to focus on other areas of development.	I feel that I am very conscious of my individual approach to research and what works for me. I am very comfortable using relevant IT packages to undertake my research.