

# Training Needs Analysis 200x

## Introduction

The purpose of this tool is to help you identify your key learning and development needs for the next year. The appraisal process is in place to support the feedback and measurement of these objectives. It is now time to move forward and look at your own personal development needs.

Identifying the training needs at both an individual and group level is a first step in building and managing a training delivery plan for our organisation. By addressing the key training gaps in the organisation we will build the skills we need to achieve our vision.

It is important that you work with your manager to identify your own skill gaps and discuss what training you might need. Make sure you consider what will really be critical for you to address in the next year to enable you to undertake your role with success. You should allow approximately 30 minutes to complete the review.

To aid us in the development of the training plan, and to help ensure your needs are met, make sure that where a need is identified you back this up with SMART learning objectives.

To keep this process as simple as possible please consider each area of this tool in the context of your current role.

Before starting to complete the form you should make sure that you have the following documents ready to hand:

- Last appraisal
- Your objectives

As you complete each section, you will be automatically taken to the next page.

Most of this Analysis is tick-box based. Where training is required please state your SMART objective for the learning.

- S - Specific
- M - Measurable/ Motivating
- A - Achievable/ Appropriate
- R - Relevant/ Realistic
- T - Time Bound

Where no objectives are stated it will be impossible for us to source or develop solutions for you and you may not get the training you need.

If you are not sure what section to put a particular need - do not worry as long as we capture your training needs somewhere. Where you have a preference for the achievement of the learning - on job, course etc you can also include that information.

Please note that this is a one off process - you must enter the data Right First Time once you click on the submit button you cannot go back & change it!

Is this a practice data entry?  Yes  No

Date of Training Needs Analysis discussion. (today) \_\_\_\_\_

Remember to complete this WITH your manager

## Personal Information

First Name

Last Name

National Insurance Number

Occupation/ Job Title

Date of Birth

Your employee number

## Business Information

What is your Business Unit?

Geographic Location

1 2 3 4 5 6 7 8+ Not known

What job grade are you? - refer to guide

Line Manager/ Reviewer

## Safety

We are committed to safeguarding and promoting the Health and Safety of our employees, contractors' employees and of all those, including members of the public, who may be affected by our work.

## Safety Management - IOSH

	Not Applicable for me	All relevant training undertaken	One day Induction programme	Two day for Professional/ technical	Three Day - middle manager	Four Day IOSH course
What Safety Management Training do you need?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Safety Training - Technical/ Job Specific

The role that you are currently in may have specific needs. List any here that are required. Please be as specific as you can.

Priority 1

Priority 2

Priority 3

## Interpersonal and Communication Skills

One of the factors which ensures we are successful at what we do is our ability to relate to others. This section looks at some of the more important factors.

### Interpersonal and Communication Skills

Mark this as relevant to you in your CURRENT

Where you have identified that you need Interpersonal or Communication Skills development, please state below your training objective in the SMART format. Where you have a preference for a method of achieving this learning you can include it here.

	<i>OK for Role</i>	<i>Longer Term Need</i>	<i>Urgent Specific Need</i>	<i>Not Applicable</i>	
Presentation Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Report Writing Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Influencing Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Team Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interpersonal Sensitivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### Managing Our People & Ourselves

As the organisation develops, so does our need to have more refined processes.

Being a direct employer of a well-trained and motivated workforce is essential to our ability to deliver projects quicker and better than our competitors. It is therefore critical that all of us in the organisation to understand how to manage ourselves and others within a performance culture.

	<i>OK for Role</i>	<i>Urgent Specific Need</i>	<i>Longer Term Need</i>	<i>Not Applicable</i>
Conducting Interviews	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conducting Appraisals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Setting SMART Objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Giving & Receiving Feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discipline & Grievance Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current HR Policy Awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T & C of Employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T & C of Employment - Contractors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### People Management Based Training Needs

Where you have indicated that training on the above is required please list your training objectives in the SMART format below. Where no objectives are stated it will be impossible for us to develop solutions for you.

HR Need 1	
HR Need 2	
HR Need 3	
HR Need 4	

## Core Business Competencies

We have identified and articulated a number of core competencies that are key to us achieving our vision. This part of the TNA asks you to think about the development you may need to be able to demonstrate these competencies more effectively. Refer to the competency framework for a more detailed explanation.

Business Competencies - Please indicate where training is required and the extent of training you need.

Where you have identified that training is required please state enter below your training objective in the SMART format. If you have a preference for a method of achieving this learning you can also include it here.

	OK for Role	Urgent Specific Need	Longer Term Need	Not Applicable	
Planning Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Managing Resources - People	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Managing Resources - Time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Managing Resources - Finance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Business and People Process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Managing Change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working Under Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Managing Relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Influencing Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Negotiating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Achieving Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adding Value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Business Systems** - Within our business we rely on data collected within our systems to drive processes. Therefore we recognise that accurate and appropriate use of our systems is vital for our continued success. Consider the systems you need to use and note any training requirements.

Please also indicate where use of the system is important to your job role.

**Business Systems**

Where you have identified that training is required please state enter below your training objective in the SMART format. If you have a preference for a method of achieving this learning you can also include it here.

	OK for Role	Urgent Specific Need	Longer Term Need	Not Applicable	Important to role?	
Purchasing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Expence Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Project Mgt system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle Mgt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clocking system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Intranet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Knowledge Mgt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Payroll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
HR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Phone System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appraisal Sys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other IT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Desktop Software**

Good IT skills are essential in the modern working environment. The drive to up skill staff in IT skills will enable the company to continue it's rapid growth and achieve it's strategic objectives. Acquiring a range of IT skills will enable you to work more effectively.

Where you have identified that training is required please state enter below your training objective in the SMART format. If you have a preference for a method of achieving this learning you can include it here.

	OK for Role	Urgent Specific Need	Longer Term Need	Not Applicable	
Windows Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Windows Explorer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Power Point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Internet Explorer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outlook - Diary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outlook - email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Remote Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Technical/ Job Training -

We recognise that as well as developing certain skills for the business we need to ensure that everyone has the requisite skills to do their job as effectively as possible.

The generic Job descriptions will list any Essential & Desirable qualifications. Please state below any qualifications that are desired for the future. (In an activity next year, we will collate existing skills & qualifications).

Technical Training will vary for each role and Business Unit. Enter any training you need as text below. List these in priority order. Use only the boxes necessary - you may not have three training/ development needs in each area this year.

### Additional Qualifications Needed/ Desired - For Your Current or Next Role

	<i>Hold all relevant</i>	<i>Hons Deg +/- Professional/ Level 5</i>	<i>HNC/D/ Degree/ Diploma/ Level 4</i>	<i>ONC/D/ Certificate/ Level 3</i>	<i>C&amp;G/ Trade/ Level 2</i>	<i>Not Applicable</i>
What professional development is desirable for your role?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Professional Development Needs

What development do you need to maintain or develop your current professional status. E.g. to become Incorporated, Chartered etc.

Professional Need 1	<input type="text"/>
Professional Need 2	<input type="text"/>
Professional Need 3	<input type="text"/>

I Require Off-the-job (course based) Professional Development this coming year  Yes  No

### Technical (Job Skill or Functional) Training Needs - E.g. to be proficient in xxx

Technical Need 1	<input type="text"/>
Technical Need 2	<input type="text"/>
Technical Need 3	<input type="text"/>

I Require Off-the-Job (course based) Technical Training for my role this coming year  Yes  No

**General Training Needs** - If there are any training needs you have that have been missed include them here. (Remember to write your training objectives in the SMART format). If you have a preference for a method of achieving this learning you can also include it here.

GT Need 1

GT Need 2

GT Need 3

### Managing Expectations

While this process will aid you and your manager to identify your current training needs, it is up to you and your manager to identify the most appropriate vehicle(s) to support your learning.

Delivery mechanisms may include coaching, on the job training, e-learning, courses, guided reading etc.

Factors such as time, cost, availability, relevance and personal learning preferences will all be contributory to identifying the most appropriate delivery solution. Please do not assume that because a need has been identified that a course will be provided.

### Next steps:

This plan will be collated by Business Unit. When this is complete HR in association with your Business Unit Director will establish priorities and programmes of delivery.

Thank you for completing this Training Needs Analysis.

Comments - if there is any other information you would like us to take into account - learning preferences etc please note them here.

Authorisation Code

To complete the process - Line manager please enter your authorisation code here (if practice form please enter the word 'practice')

Managers if you are not sure what this is talk to your team leader.

Click on the submit button below to send in your responses.