

Training Needs Analysis Considerations – For Managers & L&D Specialists

Policy and legislation

- Will there be any changes to company policies, orders and so on, that will affect your department?
- Will there be any changes in legislation that will affect your department, products and so on?

Organisation

From your department's org. chart, which jobs:

- Are vacant or may become vacant in the coming year?
- Do not have a trained deputy or successor?
- Will there be any org. changes that affect the skills needed by your people?

Trainees

- What training will graduates or other trainees starting in your department need in the coming year?

Job Change

- Will any of your people be doing the same job in a different way in the next couple of months?
- Will any of your people be doing different jobs?

Individual Development

- Which of your people have the potential to grow or advance? What training do they require?
- What training are your people requesting for their own development?

Operations

- Will your customers, partners or suppliers require changes affecting your people's skills?
- Will you be changing any operating processes?
- Will new projects or products be started that require different knowledge or skills?

Quality

- Will any of the company quality initiatives impact on your department?
- Will you be taking any action on continuous improvement?

Health and Safety

- Have all your people been trained appropriately and according to legal requirements?
- Do you have first aid cover?

Equip & technology

- Are you getting new or different equipment?
- Are there any technology changes that will affect the skills required by your department?

Effectiveness & Efficiency

- What barriers or blockages to the improved performance of your department exist?

Functional Training

- What training, specific to the functional skills of your people is required?

Information systems

- Are all people that need to operate systems (old and new) both efficient and effective?
- Are any of the systems or applications changing?

Other considerations

- Foreign language training
- Inter - Personal skills