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Training Needs Analysis Checklist

Helping Managers identify the training needs of their team



Training Needs Analysis Checklist

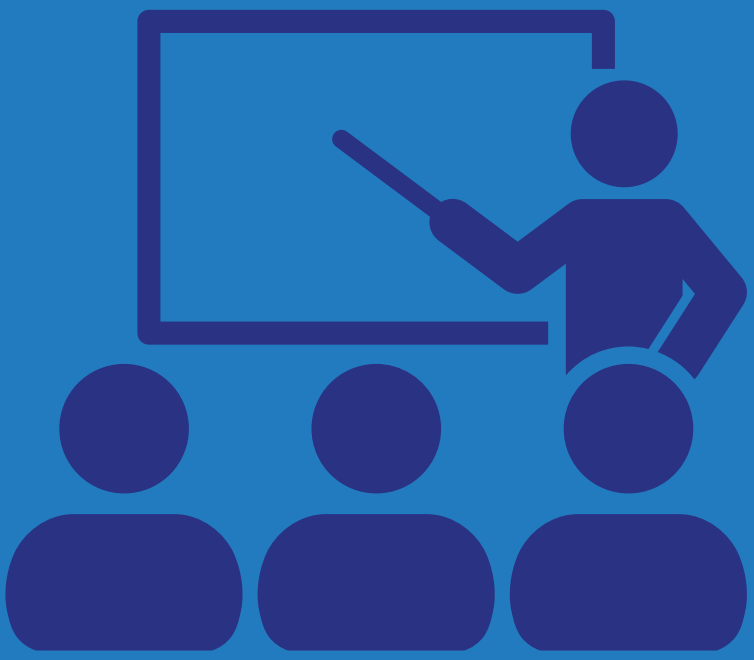
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A Training Needs Analysis helps managers identify the knowledge, skills and training employees need to perform their roles effectively and support the organisation's objectives.

Training needs may arise from changes in job responsibilities, performance concerns, new systems or processes, compliance requirements, or an employee's own development goals.

Regularly reviewing these needs helps ensure training is relevant, targeted and beneficial to both the employee and the business.

Don't forget to include mandatory training needs to ensure you're compliant from a health and safety point of view!



Identify current training needs

- [ ] Review the employee's current role and responsibilities
- [ ] Identify any gaps in the knowledge or skills required for the role
- [ ] Consider whether the employee is meeting the expected performance standards
- [ ] Identify any recurring errors, difficulties or areas where additional support may be needed
- [ ] Check whether the employee has received all required induction or role specific training.
- [ ] Consider whether any mandatory training, refresher training or certifications are due

Discuss with the employee

- [ ] Ask the employee whether they feel confident carrying out their duties
- [ ] Discuss any tasks or responsibilities they find challenging
- [ ] Ask whether they would benefit from additional training, coaching or guidance
- [ ] Invite the employee to identify skills or areas they would like to develop
- [ ] Discuss any career aspirations or opportunities for progression
- [ ] Consider feedback from the employee about existing training and its effectiveness
- [ ] Check whether training needs have arisen from audits, incidents, employee feedback or performance reviews.

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Consider business and compliance requirements

- [ ] Identify any upcoming changes to legislation, policies or procedures that require training
- [ ] Consider new systems, equipment, technology or working practices
- [ ] Review any health and safety or other mandatory training requirements
- [ ] Identify skills needed to support upcoming projects, business growth or changes in responsibilities
- [ ] Consider whether managers or team members need additional training in people management, communication or workplace procedures.
- [ ] Check whether training needs have arisen from audits, incidents, employee feedback or performance reviews

Prioritise training needs

- [ ] Determine which training needs are essential and which are developmental.
- [ ] Prioritise any mandatory training or training linked to health, safety or legal compliance
- [ ] Consider the impact of the identified skills gap on performance and the wider team
- [ ] Identify whether training is the appropriate solution or whether other support is needed
- [ ] Consider the urgency, cost, time commitment and availability of suitable training
- [ ] Agree which training needs should be addressed first

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Agree a training plan

- [ ] Identify the most suitable training method, such as formal training, online learning, coaching, mentoring or on the job training
- [ ] Agree the training objectives and the expected outcome
- [ ] Identify a suitable provider or internal person to deliver the training
- [ ] Agree a realistic timeframe and any required budget or approval
- [ ] Record the agreed actions, responsibilities and target completion dates
- [ ] Arrange a follow up review to assess whether the training has been effective

Questions to help identify training needs

Sample questions to ask employees questions during a training needs discussion

Role and performance

- Do you feel you have the knowledge and skills needed to carry out your role effectively?
- Are there any tasks or responsibilities you would like more guidance or training on?
- Are there any aspects of your role that you find particularly challenging?

Development and careers goals

- Are there any new skills you would like to develop?
- Is there any training that would help you take on additional responsibilities?
- Are there any areas of work you would like more experience in?
- What are the benefits for you within your role, if you attended this training?

Training effectiveness

- Has previous training helped you in your role?
- Do you feel confident applying what you have learned?
- Would a different type of training or additional support be more beneficial?

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HR Compliance Reminder

- ✓ Identify and record mandatory training requirements
- ✓ Keep accurate records of training completed and refresher dates
- ✓ Prioritise training linked to health and safety and legal compliance
- ✓ Review training needs when roles, responsibilities or workplace requirements change



MSS Tip

Regularly review training needs with employees and managers to identify skills gaps and development opportunities. Record agreed actions, set target completion dates and follow up to ensure training has been effective.

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