

## Identifying Training & Development Needs

### INTRODUCTION

All Human Resources Personnel, Managers and Supervisors need to be able to identify areas for development of individuals within their team. This course will give the management team the skills to identify training needs

### COURSE OBJECTIVES

*By the end of the course delegates will have:*

- **Understood** the purpose of a skills audit
- **Gained** practical experience in completing a skills audit
- **Learned** how to evaluate the content of a skills audit
- **Recognised** the importance of identifying job gaps, talent, skills gaps and development needs
- **Identified** training and development needs arising from the Corporate Strategy and Business Plans
- **Evaluated** and defined relevant training and development solutions
- **Completed** a Training and Development Plan

### COURSE CONTENTS

#### Conducting a Skills Audit

What is a skills audit?  
How the process works  
Completion of a skills audit

#### Evaluating a Skills Audit

Job Gaps  
Talents  
Skills Gaps  
Development Needs

#### The Corporate Strategy

Evaluating training and development needs arising from Business Plans

#### Training and Development Options

What is available?  
What are the cost implications?

#### Completing a Training and Development Plan

Communicating the Plan

#### Personal Development Action Plan

**COURSE DURATION:** 1 Day Course

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