

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
- **Learnt** 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 Personal Development reviews and Corporate Strategy and Business Plans
- **Evaluated** and defined relevant training and development solutions
- **Reviewed** methods of evaluating training in the short, medium and long term
- **Completed** a Training and Development Plan

Course Content

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 Personal Development reviews and the 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

Duration: 1 Day Course

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