
Training Needs Analysis



Do you know what skills your employees have?

What skills will you need in the future?

Do you know what your training needs are?

Are you providing the right training at the right time to the right people?



We can work with you to identify the level of skills your employees currently have and then map these against the skills that will enable your organisation to be successful going forward. It is crucial that any training that you provide to your employees is fit for purpose – and directly builds the skills which improve individual performance and enables organisational success.

The scope can include:

- Identifying clear, objective descriptions of current skills in the organisation
- Self assessment skills audit questionnaire design and management
- Analysing the skills gap between present and future job demands
- Assessing the implication of leavers/ joiners skills sets on the organisation
- Action planning to develop new skills inside the organisation or recruit new staff
- Linking skills assessment to performance management
- Identifying clear, objective descriptions of the future skills base needed by your organisation

To get maximum benefit from your training programme, you need to be sure that you are providing the right sort of training to the right people at the right time.

You will then be able to ensure the continued success of your people and your organisation. By working with our experts, you can be sure that this is the case.

Activities may include:

- Focus groups to identify required behaviour, capabilities and attitudes
- Review of your existing training strategy
- Skills audit – current level versus the desired/required level of skill and experience
- Creation of a relevant learning and development strategy
- Working with you to design a training programme that builds appropriate skills at all levels of your organisation
- Design and deployment of self assessment questionnaires on skills
- Consideration of the appropriate training methods

BASIS Training needs analysis adds value through:

- Providing visibility of skilled resources within the organisation
- Your organisation can understand the skills within and utilise them effectively
- Assisting with succession planning
- Providing a focused, efficient plan to develop and recruit to fit the organisational need
- Helping you focus your training and development investment
- Effective utilisation and sharing of skills
- Enabling you to effectively performance manage your resources
- Self assessment based to minimise consultancy cost

Case Study

The Planning Inspectorate Skills and Capability Analysis

BASIS was contracted to assess the skills and capabilities of all staff and consultants within PINS to inform the development of the Learning and Development Strategy and Plan.

This involved consultation with representative staff to generate a capability “matrix” that described the skills to carry out the work of PINS effectively across all functions and grades.

The development of this matrix was also influenced by the existing PINS competency framework and the emerging Professional Skills for Government framework.

Having developed and tested the “matrix” we developed a self assessment questionnaire asking people to rate their capabilities, record the length of experience and to state their specialist qualifications. This was completed in a web-based format and all data recorded into simple excel spreadsheets. Self assessment data was supported by collecting qualitative data on behavioural components of job performance in focus groups.

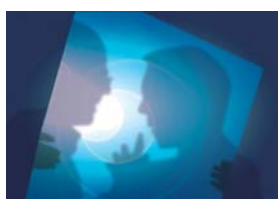
The resulting report was comprehensive and highlighted skill areas by function and grade that could be addressed through the L&D strategy.

For more details on this service and the full suite of *BASIS* offerings please do not hesitate to get in touch at:

BASIS LIMITED

Warwick House
25—27 Buckingham Palace Rd
London SW1W 0PP

Web: www.basis.co.uk
E-mail: basis@basis.co.uk
Tel: 020 7553 5300
Fax: 020 7657 3095



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