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 Corporate Strategy and Business Plans
- **Evaluated** and defined relevant training and development solutions
- **Completed** a Training and Development Plan

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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
Throughout this course there will be a number of practical exercises carried out which will enable delegates to put into practice must of the theory covered

COURSE DURATION: 1 Day Course