

Identifying Training and Development Needs Training - 2 days

Overview:

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

Objectives:

Understand the purpose of a skills audit

Gain practical experience in completing a skills audit

Learn how to evaluate the content of a skills audit

Recognise the importance of identifying job gaps, talent, skills gaps and development needs

Identify training and development needs arising from the Corporate Strategy and Business Plans

Evaluate and defined relevant training and development solutions

Complete a Training and Development Plan

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

Training and Development Options

- What is available?
- What are the cost implications?

Completing a Training and Development Plan

- Communicating the Plan
- Course Review and Close