Training Needs Analysis

You should score yourself on a scale of 1-5 (1 being low and 5 being high) against each of the criteria. This will give an indication of areas where competencies and behaviours need development.

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| --- | --- | --- | --- | --- | --- |
| **Competencies and behaviours** | 1 | 2 | 3 | 4 | 5 |
| Project planning and report writing |  |  |  |  |  |
| Using and developing my knowledge |  |  |  |  |  |
| Researching, investigating and problem-solving |  |  |  |  |  |
| Communicating outwardly: face-to-face, phone, email, etc. |  |  |  |  |  |
| Listening and interpretation, establishing rapport, understanding needs |  |  |  |  |  |
| Developing solutions and agreeing things with people |  |  |  |  |  |
| Financial understanding e.g. budgets |  |  |  |  |  |
| Speaking and presenting to groups |  |  |  |  |  |
| Motivating and leading |  |  |  |  |  |
| Helping or coaching or teaching or training others |  |  |  |  |  |
| Using information and communications technology (ICT or IT) |  |  |  |  |  |
| Understanding and making the most of my relationships with people and groups |  |  |  |  |  |
| Taking initiative and responsibility |  |  |  |  |  |
| Visioning, creating, and inspiring others with my ideas |  |  |  |  |  |
| Managing time, planning, being effective, efficient, productive, and reliable |  |  |  |  |  |
| Appreciating/applying social responsibility, sustainability, humanity and ethical considerations |  |  |  |  |  |
| Quality awareness |  |  |  |  |  |

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| **Behaviour and style** | 1 | 2 | 3 | 4 | 5 |
| Striving for personal development |  |  |  |  |  |
| Taking personal responsibility to resolve problems, even those not of my own making |  |  |  |  |  |
| Understanding the way people really feel |  |  |  |  |  |
| Developing positive relationships |  |  |  |  |  |
| Keeping focused and productive, reliable and dependable |  |  |  |  |  |
| Planning how to achieve my project and personal goals |  |  |  |  |  |
| Managing stress and conflict |  |  |  |  |  |
| Managing upwards and sideways (my managerial superiors and my peers) |  |  |  |  |  |
| Contributing positively to team/organisation morale and spirit |  |  |  |  |  |
| Seeking and picking up responsibility that I see waiting to be filled |  |  |  |  |  |
| Team-working |  |  |  |  |  |
| Having compassion and care for others |  |  |  |  |  |
| Using integrity and ethics in my judgement about work and organisational issues |  |  |  |  |  |

Adapted from © alan chapman 2001-06, from www.businessballs.com