

Example Training Needs Analysis Skills Audit

This Training Needs Analysis provides a possible format for your analysis. Hopefully it may help guide you in your identification of current skills and knowledge which will in turn inform your personal development plan.

The skill is a simple title for the skill and knowledge to be discussed. The typical descriptor explains this for the reader. The skill level will identify whether additional learning is required and the specific comments explains the what / how / why / where in relation to your professional practice.

You can organise the first column in different ways:

1. According to themes / areas of responsibility
2. In relation to job roles and responsibilities
3. Under headings e.g. Skill / Knowledge / IT / Management / Strategic

Skill	Typical Descriptors	Skill Level				Specific Comments
		Low			High	
Organisation and time management	Prioritising, dealing with paperwork; interruptions; planning your day.	1	2	3	4	
Decision making and problem solving	Ability to make decisions; selecting suitable solutions; analysis of appropriateness.	1	2	3	4	
Planning	Leading teams; consulting team members; task allocation; objective setting.	1	2	3	4	
Delegation	Matching tasks to staff; providing guidance and advice; maintaining staff motivation and focus.	1	2	3	4	



Motivation	Applying motivational techniques; understanding individual motives; making tasks challenging; encouraging creativity; providing team support; engendering trust and openness.	1	2	3	4	
Coaching	Providing guidance; listening skills; ability to draw out information; reinforcing behaviour using feedback; negotiating; planning goals and objectives.	1	2	3	4	
Target setting	Understanding and communicating organisational objectives; use of SMART objectives to achieve targets.	1	2	3	4	
Interpersonal skills	Relating to others; building rapport and positive relationships; being sensitive to people's needs; using influencing and persuasive skills to help others improve performance or overcome problems; listening effectively and providing feedback; being assertive; use of body language.	1	2	3	4	
Written communications	Structure and format of letters, memos, e-mails, reports	1	2	3	4	
Oral communications	Structure and format: techniques for effective presentations; using the telephone; meetings.	1	2	3	4	
Academic knowledge	Understanding of theories and templates for various management practices.	1	2	3	4	
IT skills	Knowledge and exposure to a variety of computer hardware and software.	1	2	3	4	