

Training Needs – Self Assessment

Training needs exist when there is a gap between what you can do now and what you need to be able to do. Training needs can apply to areas of knowledge or skill that you require in order to carry out a part of your role, including:

- carrying out a new task
- performing an existing task at a higher level
- implementing some change in your job
- becoming more familiar with an area of work

Training needs may also be concerned with attitude and behaviour, for example to enable you to:

- be more confident
- develop new ways of working with other people

Identifying training needs should happen as part of the appraisal process. You may find it useful to complete the Training and Development Plan below to help you identify your needs.

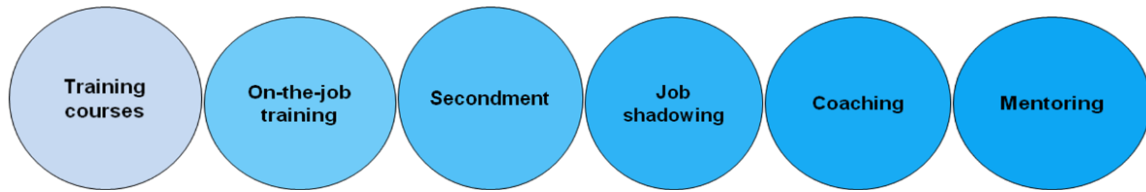
Training needs can be met in a variety of ways - often by a structured, monitored and assessed activity within the job itself (learning by doing), or through any of the options listed below.

Why choose a training course?

When training is provided *away* from the job, relating the theory back to the practice can be problematic. Therefore, in choosing to attend any course you must ask yourself the following: *how will I apply the learning to my job?*

That is a question you should start to consider *before* the course and not just during the action planning session at the end of the course.

Training And Development Plan



Date From:

To:

What do I want to achieve by the end of this period?

What do I need to learn?

In order to achieve this I will:

What outcomes am I looking for?

What support and resources do I need?
