

# Training Needs Analysis Process

*How to use the simple training needs analysis template to gather the needs of your staff.*

## Step 1

List the skills or competencies down the left hand side of the spreadsheet that are associated with the role.

If you can do so, create section headings and group the skills.

## Step 2

List the people across the top of the spreadsheet that you want to complete the training needs analysis for.

## Step 3

Decide on a scale. Some companies use a 0 to 10 scale. With 10 being most proficient and 0 the least. Others use a 0 to 5 scale. Make it consistent with whatever you use at your company for ratings/scores.

## Step 4

At the moment the spreadsheet will not show which are the most important skills for the role or those that should have priority. If applicable we recommend that you highlight these in a different colour so they stand out.

## Step 5

There are a couple of ways to complete the spreadsheet. Firstly, you could just ask the member of staff to give themselves a self-assessment score and use that. Other options include asking the line manager to complete the scores or they could complete the scores together.

Use what works best for your organisation.

## Step 6

The lowest scores given in the shaded areas will be the top priority areas for you to focus on first.



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