

4 STEPS TO CONDUCT AN EFFECTIVE TRAINING NEEDS ANALYSIS

GATHERED FROM A GLOBAL NETWORK OF LEARNING LEADERS JUST LIKE YOU

In order to **effectively** [upskill and reskill](#) your workforce, learning leaders must understand the specific skills to target. Prior to developing training, learning leaders should conduct a **needs analysis** to decipher what skills each employee already has and what skills are needed for the future.



By playing detective and **uncovering skill gaps**, learning leaders can maximize the time employees spend in training and effectively [measure its overall impact](#) on the business.

Here's a four-step process to conducting a thorough [needs analysis](#):

1 UNDERSTAND THE DESIRED OUTCOME

Uncovering skill gaps starts with [asking questions](#).

With ongoing changes in the business world, it's important to first **identify** how your employees are **expected to perform** in their roles. This will allow you to identify what impending skills they need to help propel the company in the right direction.



2 ASSESS CURRENT PERFORMANCE

Once you identify performance expectations and the business' desired outcome, you can assess how your **employees currently perform tasks**. You can start by:

- ☒ **Analyzing** employee performance reports.
- ☒ **Reviewing** company metrics and key performance indicators (KPIs).
- ☒ **Observing** employees as they work.
- ☒ **Interviewing** managers and team leaders.



3 IDENTIFY THE CAUSE OF SKILLS GAPS

Assessing the performance of employees enables learning leaders to identify skills gaps. But before training can be developed, you must **identify the cause of skill gaps** in your organization.

To do so, you will need to investigate any factors that could affect performance:



Understand the tools and equipment employees use.



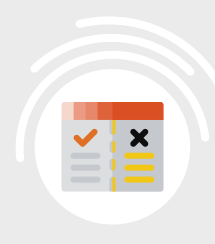
Evaluate employee morale and motivation levels.



Review employee workload and bandwidth.



Examine existing training materials.



Gather feedback on employee challenges.

4 DETERMINE THE SKILLS NEEDED FOR THE FUTURE

After collecting this information, organizations can more effectively implement strategies to upskill and reskill talent. Despite the changing nature of work, learning leaders can leverage training to prepare the organization for the future.

Learning leaders can stay in tune with the needs of employees and the business by:



Conducting pulse surveys to capture what employees want to learn.



Regularly meeting with business leaders to understand business goals.



Using skills assessments to determine knowledge and skills gaps.



If you've made it this far, you should be proud — you're a bonafide detective. Taking these steps can help you **identify skills gaps** and determine how – and if – training can solve the problem. A [training needs assessment](#) can help you design more effective training solutions that lead to tangible business outcomes.

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