

Identifying Learning Needs Checklist

Use this checklist to help you to develop the processes and procedures to facilitate identifying learning needs.

1. Through the performance management process

Ensure your performance management process invites employees to contribute and have the opportunity to express any learning needs they have. The performance management process needs to be underpinned by job descriptions, see below.

2. Skills audits

You can carry out skills audits to assess the skill level of your employees. A skills audit is a process that can be used to identify skill gaps in an individual, team or organisation / business.

3. Alignment with job descriptions

Ensure all your employees have job descriptions for the role they are employed to do. Clear job descriptions with responsibilities and skills requirements will help to identify learning needs when used in conjunction with the performance management process. Job descriptions need to be accurate and up to date.

4. Talk to employees

Talk to your employees to find out what sort of training they want and need. Suggest that supervisors and line managers should schedule friendly chats with members of their teams, outside of the more formal performance management system. These chats would be an opportunity for employees to talk about areas of their role they may be struggling with or any training they are currently doing or would like to do.

5. Speak to managers and supervisors

Speak to line managers and supervisors to find out if there are any skills gaps and subsequent learning needs in their teams.

6. Understand what training is available

Be clear on what training could be offered to employees before identifying actual learning needs. This training could fall into the following categories:

- Off the job training
- On the job/work-based learning (apprenticeships, traineeships, graduate programmes, coaching by colleagues)
- Supervisory or leadership and management training
- Compliance training
- Personal development
- Vocational training

7. Personal development and training plans



These can be put together when learning needs have been identified by the individual, their line manager or the business

8. Conducting organisational and task analysis



Organisational, task and work analysis will help to identify goals, the tasks that need to be completed to meet the business goals and the work that needs to be completed each day.

This analysis can help businesses to identify training needs. For example, you may find that some employees have too great a workload and training an additional employee to take on some of their responsibilities will help relieve the pressure.

9. Online learning needs analysis software



Learning needs analysis software can help to identify training needs for an individual or a business.