

Learning needs analysis

A step-by-step guide



1 WHICH SKILLS ARE NEEDED TO PROGRESS?	<ul style="list-style-type: none">• Consider company/team goals and what you're lacking to achieve them.• Understand your employees' perceptions.• Assess live job descriptions for in-demand skills.
2 WHAT ARE THE CURRENT SKILL LEVELS?	<ul style="list-style-type: none">• Measure current employee skill levels.• Gain employee and peer feedback to support your view.• Use learning analytics to determine recently-developed skills.
3 IDENTIFY THE SKILL GAP	<ul style="list-style-type: none">• Determine the gap between current and desired skills.• Measure current skills against those needed to progress.
4 HOW CAN THAT GAP BE CLOSED THROUGH LEARNING?	<ul style="list-style-type: none">• Establish current learning resources and subject matter experts.• Determine required resources and content providers.• Consider content types and how you'll deliver it.
5 IMPLEMENT TRAINING COURSES AND EVALUATE	<ul style="list-style-type: none">• Decide what constitutes success and how you'll measure it.• Assess if the necessary skills are being developed.• Use your learning platform and its analytics.