

# Workbase Training Needs Analysis

## EMPLOYER DETAILS

Organisation  Department   
Contact name  Position   
Tel No  Email   
Address

## EMPLOYEE DETAILS

Department(s)

Position(s)

Job description(s) available

How have training needs been identified?

- By employees
- By employer
- By line manager
- By training manager
- By Union Learning Rep
- Other

How have training needs been recorded?

- Personal development plans (available?)
- Training feedback sheets (available?)
- Not formally recorded
- Other

Is there a history of training provision?

- Yes, formal procedures to be followed (available?)
- Yes, some
- Not sure
- No
- Other

Has a time slot been identified?

Has a day been identified?

Has a clear need been identified?

Has advice/ guidance been done?

Has a taster been run?

Is there a viable group?  
Is there a suitable training room?

#### **EDUCATIONAL BACKGROUND**

Do client group speak/write any languages other than English?

What is the average educational level?

**Anyone with additional learning needs that you know about?**

#### **INTEREST IN TRAINING**

Has there been any basic skills/ ESOL / numeracy/ IT training?

Was it useful?

Why? Why not?

#### **ORAL SKILLS**

Are communication skills important for the organisation?

Is talking to others important?

Could communication at work be improved

How?

#### **READING/ WRITTEN SKILLS**

What kind of paperwork do you use at work?

How do employees find this?

Do written documents at have to be produced?

How do employees find this?

Is there much reading that needs to be done? (H&S manuals, instruction manuals, memos, notices etc)

How do employees find this?

#### **NUMERACY SKILLS**

Are Maths skills important at work?

How do employees find this?

#### **IT SKILLS**

Are computers used in the organisation now (or might in the future)

Would computer training help the organisation? How?

**OTHER SKILLS**

Is it important to the organisation whether communications, maths and/or computer skills are important to the employees in life outside work?

Is the organisation interested in using education/training to help employees achieve their personal goals?

Is there a history of 'valuing staff' through training?

**SUMMARY:**

ASSESS AT:      E1 E2 E3 L1 L2                      BS ESOL NUM IT GEN

ADVICE:

**FREE TRAINING**

Would any of the following training programmes be of use in this organisation (*tick as many as you wish*)

**COMMUNICATION SKILLS**

- Basic literacy
- Getting your point across
- Successful meetings
- Presentation Skills
- Communicating with clients
- Telephone Skills
- Confidence building
- Other

**FINANCIAL/ MATHS SKILLS**

- Calculations
- Percentages
- Decimals
- Money related
- Business maths
- Averages
- Fractions
- Consumer Maths
- Maths for banking, bills and planning
- Other

**WRITTEN/ READING SKILLS**

- Getting ideas down on paper
- Dealing with paperwork (eg forms/letters/applications)
- Spelling
- Grammar
- Punctuation
- Handwriting
- Report writing
- Letter writing
- Producing work documentation
- Speed reading (manuals, instructions, memos etc)
- Reading for research
- Other

**COMPUTER SKILLS**

- General introduction
- Word processing
- Spreadsheets
- Databases
- Email

**PRACTICAL ISSUES**

Describe your ideal study .....

**WHERE?**

- At work
- At the local college
- At another location

**WHEN?**

- Before work
- After work
- During work
- Various

**DAY?**

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday
- Various

**HOW OFTEN?**

- Once a week
- Twice a week

**MODE OF STUDY?**

- Alone
- In a small group
- In a mixed group
- On-line
- By just dropping in when you want to

- Internet
- Other

**Any other interests/ needs/ ideas?**