

SME Skill Development

NEEDS & BENEFIT ANALYSIS

ORGANISATION DETAILS:

Company name:

Address:

Post code:

Tel:

Fax:

Email:

CONTACT DETAILS:

Contact Name:

Contact Position:

Date of NBA visits:

1.

2.

Numbers employed:

Full time:

Part time:

Disabled:

People interviewed during diagnosis and position in business:

Name:

Position:

Name:

Position:

Name:

Position:

ORM representative:

ORGANISATIONAL BACKGROUND

Company established:

Turnover: £

Profitability:

Nature of Business:

Services offered:

MD / Equivalent:

Market position:

ISO9000 accreditation

Investors in People accreditation

Involved in the Investors on People programme

Previous / existing funding

What?

Interested in Investors in People

Training Budget: £

Holder:

Health & Safety policy Last updated?

ORGANISATIONAL STRUCTURE

ORGANISATIONS MISSION, VISION, STRATEGY

BUSINESS GOALS & OBJECTIVES

1

2

3

4

5

Time Period:

ORGANISATIONAL STRATEGY FOR ACHIEVEMENT OF OBJECTIVES

HUMAN RESOURCE CONSTRAINTS

PROPOSAL TO REMOVE CONSTRAINTS

Conclusion on overall needs

Key environmental trends facing the company over the next 3 years are perceived as:

- 1
- 2
- 3

Key customer trends over the next 3 years are perceived as:

- 1
- 2
- 3

Key competitor issues over the next 3 years are perceived as:

- 1
- 2
- 3

CRITICAL SUCCESS FACTORS WERE IDENTIFIED IN THE FOLLOWING AREAS:

Revenue:

Customer Focus:

Products and services:

Management:

Staff Capability:

Information Technology:

AREAS FOR DEVELOPMENT

In order to achieve the above factors the following areas for development have been identified:

1

2

3

4

5

KEY TRAINING NEEDS:

1

2

3

PERSONNEL TO BENEFIT FROM DEVELOPMENT PROPOSALS

Name:

Position:

Job role / responsibilities:

Identified Training Programme:

Name:

Position:

Job role / responsibilities:

Identified Training Programme:

Name:

Position:

Job role / responsibilities:

Identified Training Programme:

Name:

Position:

Job role / responsibilities:

Identified Training Programme:

Name:

Position:

Job role / responsibilities:

Identified Training Programme:

ORGANISATIONAL / MANAGEMENT DEVELOPMENT PLAN

Intervention	Benefits to Organisation / Individuals	Action	Person Responsible	Date

EMPLOYEE DEVELOPMENT PLAN

Name	Intervention	Benefits to organisation / individuals	Delivery Method	Duration	Cost

NEEDS AND BENEFITS ANALYSIS

ACTION PLAN

Company:

Date:

Outcomes

BENEFITS TO ORGANISATION / INDIVIDUALS