



TruckSafe

Training Needs Analysis and Skills Audit

Easy Seven Step Plan

- ? **Who received training in your organisation last year?**
- ? **Does anyone need a refresher course?**
- ? **And what about your staff's career aspirations – do you know their capabilities?**

Let TruckSafe's easy Seven Step plan help you devise a skills audit and determine your training needs!

Your organisation may have been in TruckSafe for many years or you may have just joined and are just starting to develop a workplace program. Or there may be a workplace program in place but your organisation wants help to action any Training and Development issues. Perhaps your organisation has traditionally been a male or female dominated workplace and there is a need to identify the skills required for the job in today's environment.

Wherever you're at in your workplace program, TruckSafe's easy **Seven Step** plan, in conjunction with our **Training Needs Analysis and Skills Audit**, can quickly identify any gaps in your employees' skills level and help you adapt training programs to suit.

It's as easy as ... Starting your Truck!

Training Needs Analysis and Skills Audit

Step 1	How should I consult?
	<p>TruckSafe's suggests that employers consult with all staff on an annual basis to assess organisational training and development needs. Depending on your organisational needs, budget and time factors, the way you consult could be via a focus group, one-on-one meetings, or a questionnaire.</p> <p>Focus groups and one-on-one meetings involve a discussion with a small number of participants and are designed to obtain thoughts on specific issues, programs or products in a non-threatening environment. They provide qualitative data, giving insights into attitudes, perceptions and opinions of participants. Information is sought through open-ended questions and through observing respondents during the discussion.</p> <p>Questionnaires provide quantitative information and the first level of broad data. Issues can be followed up in detail through other mechanisms such as focus groups.</p>
Step 2	Analyse the survey results
	<p>After consulting with your employees, analyse the results of the questionnaire, focus group or one-on-one meetings to determine where the staff skill gaps lie. Compare skills already obtained with skills required to do the current job and those required for future development. You may find that an employee is better suited to a different role than that which they are currently employed to do.</p>
Step 3	Create a training profile
	<p>Create a training profile by recording your analysis in an easily retrievable format such as a table. Depending on the size of your organisation. Identify the types of courses or on-the-job experiences requested, the number of people requiring training (for example, drivers, mechanics, shop floor, managers), and the number of sessions needed. Distinctions made between full and part-time staff will allow session times to be scheduled.</p>
Step 4	Devise a Training and Development plan
	<p>Once all requirements have been worked out, draw up a Training and Development plan to facilitate commitment to the process. The plan should list all of the courses scheduled, the types of employees identified as ideal participants, the dates, venue and session times.</p>

Training Needs Analysis and Skills Audit

Step 5	Publicise the Training and Development plan
	Publicise the training and development plan to all staff, preferably providing individuals with personalised notice. This ensures that all employees are advised of the available learning opportunities and provides equal access to developmental opportunities.
Step 6	Implement the training
	Subject to operational needs, make sure your organisation delivers the training sessions!
Step 7	Evaluate the training
	Evaluate the effectiveness of the training at a specific later date to ensure management and employees are satisfied with the outcomes. Performance feedback sessions may also provide a good opportunity to assess whether all recommended training sessions were delivered.



General Survey Information

The questionnaire (on the following pages) is divided into various parts to address a variety of organisational needs. Before you distribute the questionnaire, it is recommended that you amend the format to suit the individual job requirements by deleting any non-applicable sections.

Depending on individual preference, the questionnaire can either be completed separately by the staff member or done in conjunction with their supervisor. HR practitioners may also wish to use the questionnaire as a planning guide.

The areas covered by the questionnaire include:

- Confirmation of the staff member's current job description
- A job analysis, if one is required to define the job
- Skills needed to perform the present job
- Skills needed to perform other roles in the organisation
- Future career aspirations
- The identification of prior learning obtained
- Agreed actions for training delivery



Training Needs Analysis and Skills Audit

Organisation's Name:

Name of staff member:

Section:

General

1. Are you a new employee or a long-standing employee of the company?
2. How long have you been in your **present** job?

Confirmation of Current Duties

3. Do you have a duty statement for your job? Yes No (Go to Q 6)
4. Is your job accurately described in the duty statement? Yes (Go to Q 14) No

5.A If no, what extra duties do you do that need to be added to your duty statement?
.....
.....
.....
.....

5.B What duties are no longer part of your job and can be deleted from your duty statement?
.....
.....
.....
.....

Job Analysis

6. Describe the tasks you regularly perform that are critical to carrying out your job effectively.
.....
.....
.....
.....
.....

Training Needs Analysis and Skills Audit

7. Describe the type of equipment you are required to use (for example, vehicle types, Forklift, machinery, tools of trade, etc).

.....

.....

.....

.....

.....

.....

8. Do you require a high degree of technical knowledge for your job? Yes No

9. How do you work? Please circle
- Alone Part of a team Other (specify below)

10. If you work as part of a team, do you perform the same or different work to members of your team?

11. To what extent does your job require you to work closely with other people, such as customers, clients or people in your own organisation? Please circle.

Very little Moderately A lot

12. How much autonomy is there in your job, ie, to what extent do you decide how to proceed with your work? Please circle.

Very little Moderately A lot

13. How much variety is there in your job, ie, to what extent do you do different things at work, using several skills and talents? Please circle.

Very little Moderately A lot

Training Needs

14. **To perform your current job:** What training do you still need (either on-the-job or a formal course) to perform your current job competently (eg, advanced driving, Load restraint, pre trip inspection, Trailer maintenance etc)?

.....

.....

.....

Training Needs Analysis and Skills Audit

.....
.....
15. To perform other jobs in the organisation: What other roles in the organisation would you be interested in doing if a vacancy became available (eg, transfer to another section, supervisor position, etc)?

.....
.....
.....

16. To perform other jobs in the organisation: What training or experience would be required (eg, machine operation, negotiation skills, Occupational Health and Safety Awareness, etc)?

.....
.....
.....

Future Development Needs

17. What are your career aspirations?

.....
.....
.....

18. What training or development do you need to help make this happen (eg, external study, formal meeting procedures, leadership training, etc)?

.....
.....
.....

Recognition of Prior Learning

19. What training have you attended within the last three years? (This will help identify if any training sessions have been missed or if any refresher training is required.)

.....
.....

Training Needs Analysis and Skills Audit

.....
.....
.....

20. What training or skills have you acquired outside your current job that may be relevant to the wider organisation?

.....
.....
.....

Action Plan

Agreed training and development to be provided over the next 12 months:

(Record the details of training courses, on-the-job experiences, buddy systems or mentor arrangements, and include the recommended dates the staff member can expect these to occur.)

Training

Date

.....
.....
.....
.....
.....

Signature of Staff Member

:

Date :

Signature of Supervisor

:

Date :

