Conducting a Training Needs Analysis

Student’s Name

Institution

Course Code

Date

**Description of training needs analysis**

The training needs analysis is the collection of data to identify the employees’ talent gap and the kind of trainings needed among employees. It is done in four steps to ensure that it is successful. First, the Human Resources (HR) professionals are required to indentify the context and also assess the current and the long term needs in order to express the needs among employees. It is helpful since it ensue that employees can be able to understand their goals, challenges and objectives. Secondly, it is important to conduct depth research to identify the requirement of the training, which could be identified by the components goals and capabilities.

Based on the time and resources, which are available, it can be achieved efficiently through interviews with managers, employees and other key stakeholders of an organization. However, the use of observation, survey and shadowing among the focus group, analysis of the job descriptions could be also important factors in gaining deep understanding of an anticipated change. The third step is regarded as training analysis, which provides insights of training and used to fill the deep gap in skills required among employees. It is applied to recollect information in the previous steps to make sure that short, medium and long term training needs are assessed. The assessment is conducted focus on individual and the entire department, which have been identified. However, the last step in the needs assessment process, which involves the application of various alternatives and then the recommendations are made for the type of intervention and strategies, which are applicable. The strategies and intervention, which can help in bridging the talent gap so that employees can have skills, which are required in the future and also equip them with needed skills in the current market.

**The gap an individual might expect to uncover in a training need analysis**

The main objectives of the training needs analysis is to discover the talent gaps and find the best way of bridging those gaps and especially situations where employees need trainings. According to Jain (2012), talent gaps involve the skills, knowledge and core competencies required by employees. In order to make sure that employees can be able to meet performance, every employee must have skills, knowledge and core competencies, which are required for specific job. Therefore, analyses the gap, which exist help in enhancing the capability of individuals, departmental teams and project to obtain their respective goals. It is also provides help to an organization to realize its overall goals. The training needs analysis is an important factor in realignment of the jobs with the strategic goals of an organization and therefore, training analysis is a key to success of most organizations. It also helps in mitigation of hiring issues, which attract most qualified candidates.

Based on the high cost of hiring and retaining qualified employees, the performance assessment is the ability of a company to ensure that employees’ rate of turnover is very low as possible. However, attracting qualified potential employees is very helpful in understanding organization’s culture, vision, and objectives and branding. The gap analysis involves the use of workforce data, which includes competencies, salaries, skills, turnover rates, number of employees and demographics. The analysis conducted projects the future of needs of employees and the organization based on the core competencies and what occurred in a wider spectrum. The data collected would provide the clear view of the type of gap, which is very critical and can support the strategy of the business.

**Assess the strategic impact that training on a selected topic would have for the organization**

Training has several impacts on a business because of its essential for the success of business and the help it provides to foster job satisfactory and employee engagement. It ensures that business is operating well at its peak levels through the use of performance improvement plans, which are designed, based on technological, cognitive and process related. The programs identified help in getting the sources of not acceptable outcomes and also create very effective practices, which include interventions. The intervention to be involved in the process include the feedback, employee communication, work studies, team building exercise, procedures and on the job counseling process. The skill training and other trainings provided by the company helps to improve personal and the productivity of the team. Most times, when an organization made a decision that additional training is needed, they usually refer to an expert or training consultant. It is therefore, evident that the use of specialized and trained professional in development and training is helpful in increasing employees’ work productivity and skill level.

The development training of employees is essential to both employees and the organization. As stated by Kane (2017) it can help employees to improve their carrier and move to the next level in the job market. And therefore, when change happen employees have the training needed to thrive and the tools within the organization structure. Therefore, it is important for all organizations to invest in leadership training and employees’ development. It is can benefit the organization in the future and therefore, investment in employees is critical to the profitability of a business. And therefore, when change occurs within the organization, the employees have the tools, which are needed to help them prosper to the next level in their carrier within the organization. And therefore, it is important for all organizations to invest in employees’ leadership training and employee development as well. It is important to point that several organizations have invested a lot in training and therefore, some have invested in learning management system (LMS) (Kane, 2017). The LMS is where employees can take online courses for free to enhance their areas of need. Some of the areas, which are essential, are technical writing, software management and other essential field for the efficient delivery of services. It is therefore, important for employees to continue with education for their own carrier development and success of the company.

**Asses the way training needs have an impact or effect on the organization’s expansion plan**

The best strategic impact of training is getting commitment and support from the management of the organization. It helps to draw on knowledge of group dynamic, change and motivation. It is noted that training help to allocate resources and address issues as they arise. In most organizational expansion stage, employees are willing and ready to be challenged and therefore, search for training and development opportunities and upward mobility. It is also essential for employees to know where their careers are headed for them to work hard for the benefit of the company (SHRM, 2018). Without efficient information regarding the direction of their careers employees cannot perform and therefore, training and other mode of motivations are importance for the success of a company. The management cannot refuse to have those kinds of conversations, and they refuse then the best employees will have to leave the company. Therefore, training is very resourceful when maintaining, building, and measuring employees’ performance.

**Analysis of the performing training needs analysis (gap analysis) to determine what trainees know or can do prior to training**

It is important to conduct SWOT analysis to understand the problem and be able to view issues at an angle to find out the root cause (Cardenas, 2018). The analysis allows employees to focus on their strengths and seriously reduce the effect of weakness of an individual employee. The SWOT analysis will help the organization to identify strength and weakness, and the career path planning to make it possible to grow within an organization. It allows employees to have a good use of their skills at the same time; they work to improve some of their weaknesses. And therefore, a major threat is the uncertainties regarding the performance improvement. The benchmarking could also be an important factor, which is used to determine the needs of employees. Therefore, several aspects are used to collect enough data analyze and apply them in order to address the deficits at work for the prosperity of a company.

**Justify the SMEs selected to interview and the questions asked for the training needs analysis**

The use of SME was selected to help determine how employees would benefit from Capra Tek after a period of time. From the report, experts, which have been with Capra Tek for a long period are expected to look for a better opportunity within the organization. However, some subjects have been reorganized to reflect the previous achievement. Majority of the experts have formal education while some other experts rely on their years of experience and job training, and technical skills each has acquired. Many employees have great communication and interpersonal skills, which are essential for the growth of the company. And therefore, the transfer of their knowledge and skills is a subject matter for success. The training can therefore, be benefiting to employees and the organization. It improves the ability of workers to deliver and therefore, the success of companies depends on how much they invest into the employees. Failure to adhere to the changes, an organization would continue to be left behind and eventually fail in the market (Cardenas, 2018). The SMEs selection process was made based on the individual’s skills, knowledge and abilities. The question of the use f SMEs is to gain an understanding how an individual will evolve around training gaps for both short and long term.

**References**

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