

Training Needs Analysis

Before one thinks of providing the training, it is important to link training to the organisation priorities based on strategy and other strategic needs of the organisation.

S. No	<u>Objectives / Priorities of the Institution</u>	<u>Objectives / Priorities of the Department</u>
1.	Best teaching learning practices	Best teaching learning practices
2.	Improving performance of students	Improving performance of students
3.	Improving employability of students	Improving employability of students
4.	Research and development across departments through interdisciplinary research	Faculty development through improved quality of teaching - learning and research
5.	Improving quality of teaching across departments	Improving quality of teaching within the department
6.	Industry institute interaction	Industry institute interaction

Once we have identified training needs across the organisation, they need to be analysed and prioritised. Areas to consider when prioritising are:

- What will be the impact of developing these skills have on our performance?
- What would be the cost/benefit of investing in developing these skills?
- Which of the skills are most important to our long-term success?
- Which skills needs are the most urgent?

The outcome of training/learning needs analysis at an individual level should be a personal development plan, which outlines personal learning objectives, linking them to the agreed work objectives. Some questions to ask for your personal development plan:

1. What do you want to get from your work?
2. What are your strengths?
3. What areas would you like to improve?
4. Where would you like more responsibility?
5. What is preventing you from developing as you would like?
6. Which interests or talents would you like to develop?
7. How do you like to learn?
8. What skills or experience would allow you to feel more confident at work?

General observations of faculty training needs are:

- Wider use of ICT in the classroom
- New equipment/software in the lab
- Use of new additional e-learning modules
- Change in teaching-learning methods
- Change in assessment methods
- Communication skills
- Classroom management

Training Needs for Faculty

Skills	Training Required (Indicate Yes or No)	Additional comments, if any
Team work		
Communication skills		
Educational planning		
Classroom management		
Proficiency in English language		
Equipment usage and maintenance		
Working with digital and web camera		
Text processing		
Working with spreadsheets		
Designing presentations		
Developing flash animations		
Developing other multimedia products		
Searching for information		
Sharing information		
Designing e-learning content		
Identifying e-assessment criteria		
Defining e-assessment questions and documents		
Designing and giving feedback		
Developing e-portfolio		
Research Methodologies		
Identifying a research problem		
Learning a new course/area		

This identification of needs should be happening as part of the appraisal process. One will also find it useful to complete the Training and Development Plan below to help you identify one's needs.

Training needs can be met in a variety of ways - most often perhaps by a structured, monitored and assessed activity within my teaching itself i.e. learning by doing or any of the options listed below.

Why choose a training program/FDP(course)?

When training is provided away from the job relating the theory to the practice can be tricky.

Therefore in choosing to attend any course one must consider: How will I apply the learning to my Teaching-Learning and possible research that I am carrying out?

That is a question one should start to consider before the course and not just during the action planning session at the end of the course.

Training and Development Plan

Academic Year:

What do I want to achieve by the end of this period?

What do I need to learn?

In order to achieve this I will:

- **Forgo my vacation, during which period, I would attend training/FDP**
- ...
- ...
- ..
- ..

What outcomes am I looking for?

What support and resources do I need?

