

# Training Needs Assessment

Many organizations are unable to assess the training needs of their employees. Some organizational leaders will buy or provide training almost in a random fashion to “fix” those things that are wrong within the organization although training is the answer to only a small percentage of an organization’s concerns.

**Advanced Management, Inc.** assists companies in determining their training needs and provides or recommends options to meet the needs.

Our needs assessment process includes five steps:

1. We will visit key management personnel and interview them with respect to the organization’s needs and strategy for the future, to assure compatibility between skill-based training and what is needed by the organization as it implements its strategy.
2. Our professionals will survey (electronically) all supervision within your facilities to determine their perception of the organization’s training needs.
3. We will structure group discussion (stakeholders) sessions with a cross section of employees to brainstorm what training needs are apparent to them.
4. We will request the opportunity to review (on site) performance appraisal data to confirm that training issues identified in steps 1-3 do exist as performance concerns in the employee population.
5. Finally, we will provide a summary report to management, which will prioritize training needs with potential vendors and associated costs.

**Advanced Management, Inc.** can assist you in targeting your training dollars effectively. Providing adequate and accurate training for employees is an important function of management when attempting to manage scarce training dollars.