

Tool 10 – Training needs analysis

Why you should use this tool

Identifying training needs is a generic task that every PCT/practice/care agency team should be able to do.

When to use this tool

The table overleaf takes a team view of training needs. It is useful for a team leader, supervisor or manager to use when putting together the annual training plan. Undertake this exercise at least annually in a proactive way as routine for everyone in the PCT, practice or care agency.

What to do

Compose an annual training plan for the PCT/practice/care agency team. Use the matrix overleaf to record information about staff training needs in respect of the essential or special services you provide.



Time: this should take about a month. The time needed to collate the responses and chase non-responses will depend on the size of your organisation.

How it works

Collecting information from various perspectives enables you to record current perceived training needs and anticipate the new knowledge, skills and attitudes that will be required in, for example, the introduction of a culture to support and promote self care.

What to do next

Agree the format and timing of any specially undertaken training needs assessment in relation to self care support with team leaders and others who are key to providing information. Team leaders and line managers should agree what training an individual will undertake as a result of the training needs analysis – an example of a learning contract can be found on the website at www.wipp.nhs.uk within the HCA toolkit.

For more information on this tool, please click on [Tool 10](#).



Working in Partnership
Programme

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self care • •
...because health matters •

Assigning activities, categories and ratings

Department or team:

Date:

	Health or social care area 1	Health or social care area 2	Health or social care area 3
Service change required			
Expected benefits to patients			
People involved			
Training required for individuals			