

## Training Needs Analysis

After working with many Government and Private Organisations, we have identified a need for a *Training Needs Analysis* service that not only encompasses our services, but all services that are required for the organisation. Three core outcomes of this service is the ability to ensure information is passed onto Human Resources from staff about performance reviews or training needs, an ability to update role descriptions and the reduction in the number of service suppliers to coordinate training services.

The major challenge experienced by our clients is how they can manage the varying requirements from management and staff. Our aim in this service offering is to identify the skills and knowledge required to perform their current role better and assist with career advancement. This will lead to greater staff retention.

We are able to provide two approaches to assist:

Firstly, our **Consulting Approach**. This approach involves the following activities:

- ✓ Consultation with Human Resources, Management and Staff
- ✓ Identification and possibly consultation with stakeholders
- ✓ Review of role descriptions
- ✓ Develop customised e-survey
- ✓ Administer and reporting of results

Secondly, our **Administration Approach**. This approach involves the following activities:

- ✓ Liaise with Human Resources or similar to confirm objectives
- ✓ Develop customised e-survey
- ✓ Administer and report on the results

We believe in offering a professional, flexible and competitive service. Our pricing is fixed except for any travel expenses that may be required for the service.

**Contact Us NOW for more information!**

Contact us on 07 3844 4344

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