

Organisation/agency learning and development needs analysis

Short-term goals for your organisation	Long-term goals for your organisation	Trends/external factors that could affect goals e.g. changes in environment, legislation, support systems, resources available	Current gaps in skills/knowledge in existing staff

Organisation/agency learning and development needs analysis - Review questions

Strategic goals:

Within next 6 months:

Within next 12 months:

Area/s of learning and development required

Desired results:

Management:

Financial:

Administrative:

Outcomes for consumers/carers/community/stakeholders:

Commitment:

Time:

Resources:

Support systems in place to support learning and development