

## **Resources**

Experience Pays: Sample Training Needs Analysis, Queensland Government- A good example of an information gathering sheet for a training needs analysis to be adapted to your own organisation.

Available at:

<http://www.deir.qld.gov.au/pdf/eii/epas/retrain/training-needs-analysis.pdf>

Mental Health Policy Implementation Guide- A learning and development toolkit for the whole of the mental health workforce across both health and social care, Department of Health, United Kingdom, 2007- Includes template for skills matrix and an example of a 'Skills Escalator'.

Available at:

[http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_073682](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_073682)

Planning for Capability- Disability Sector Workforce Planning Guide, Disability Services Queensland, Queensland Government, 2001.

This guide includes a step-by-step process of demand forecasting and identifying skills gaps, including tables which can be used as templates by managers/staff.

Available at:

[http://www.disability.qld.gov.au/workforceplanning/documents/plan\\_capability.pdf](http://www.disability.qld.gov.au/workforceplanning/documents/plan_capability.pdf)

Professional Development in Workforce Development 'TIPS'- Theory into Practice Strategies. A resource kit for the Alcohol and Other Drugs Field, National Centre for Education and Training on Addiction (NCETA), Flinders University, Adelaide, Australia, 2005-

This chapter works through a five-step approach to professional development, and includes a checklist for effective professional development, and templates/guidelines for conducting individual, team and organisational training and development needs analyses.

Available at:

[www.nceta.flinders.edu.au](http://www.nceta.flinders.edu.au)

Template- Training needs analysis (TNA)

Available at:

<http://development.tas.gov.au/betterworkplaces/resources/IT&D%20Training%20needs%20analysis.pdf>

Training Needs Analysis, Queensland Government, 2007- A fact sheet which briefly describes the steps to undertake a training need's analysis.

Available at:

[http://www.dtrdi.qld.gov.au/dsdweb/v3/guis/templates/content/gui\\_cue\\_doc.cfm?id=38673](http://www.dtrdi.qld.gov.au/dsdweb/v3/guis/templates/content/gui_cue_doc.cfm?id=38673)

Training Needs Analysis, UK Workforce Hub- Addresses training needs analysis at the individual, system and organisation level. Also, includes templates for learning and development plan.

Available at:

<http://www.ukworkforcehub.org.uk/DisplayPage.asp?pageid=11248>

Worker Well-Being in Workforce Development 'TIPS'- Theory into Practice Strategies. A resource kit for the Alcohol and Other Drugs Field, National Centre for Education and Training on Addiction (NCETA), Flinders University, Adelaide, Australia, 2005-

This chapter includes a checklist for addressing workers' wellbeing, and an intervention to improve worker well-being and address burnout.

Available at:

[www.nceta.flinders.edu.au](http://www.nceta.flinders.edu.au)

Workforce Development Resource Kit- A guide to workforce development for Alcohol and Other Drugs Agencies, Network of Alcohol and Other Drugs Agencies (NADA), Australia- Includes a chapter on identifying agency and staff workforce development needs. Templates provided for developing an agency skills matrix. Also includes good template for staff performance and development review, and staff satisfaction survey.

Available at:

[http://www.nada.org.au/training/WorkforceDevelopment\\_ResourceKit.pdf](http://www.nada.org.au/training/WorkforceDevelopment_ResourceKit.pdf)

## **Websites**

Building Capability- A framework for managing learning and development in the APS, Australian Public Service Commission, Australian Government- Provides a framework for building capability through well-managed learning and development.

Available at:

<http://www.apsc.gov.au/publications03/capability.htm>

Business Balls- free management and training templates, resources and tools, including training needs analysis templates.

Available at:

<http://www.businessballs.com/freeonlineresources.htm>

Learning and development evaluation guide, Australian Public Service Commission, Australian Government- Provides practical support and guidance for manager's to effectively evaluate their organisation's learning and development.

Available at:

<http://www.apsc.gov.au/learn/evaluation.htm>

National Training Information Service- The database on vocational education and training in Australia

Available at:

[www.ntis.gov.au](http://www.ntis.gov.au)

Training Needs Analysis- A free training needs analysis resource site

Available at:

[www.trainingneedsanalysis.com.au](http://www.trainingneedsanalysis.com.au)

RTO Support- Assistance and advisory service for Registered Training Organisations

Available at:

[www.rtosupport.com.au](http://www.rtosupport.com.au)