

Team learning and development needs analysis

- Key 1= Skills/knowledge exist now
 2= Skills/knowledge gaps exist and learning and development strategies have been identified to address these
 3= Skills/knowledge gaps exist and are a high priority and no learning and development strategies have been identified to address these

Capability ratings will be a percentage score i.e. percentage of staff who identify skill exists/gap

Job cluster/roles	Critical skill/knowledge areas in my team	1	2	3
Direct support/front-line e.g. carer, community support worker, residential support worker, case manager, family support worker, psychologist, social worker, nurse,				
Management e.g. coordinator, CEO, senior worker, manager				
Professional indirect e.g. admin officer, training and development officer, projects officer, volunteer coordinator				
Indirect support e.g. admin assistant, domestic, maintenance, receptionist				

Team 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:

Trainee/s:

Outcomes for consumers/carers/community/stakeholders:

Commitment:

Time:

Resources: