

Training Needs Analysis - Analysing and Prioritising (Impact, Timing, Trend)

To prioritise any activity, and training is no exception, there are usually three factors to take into account. These are known as:

- Impact:** How *important* is it to address and solve the organisation's development needs?
- Timing:** How *quickly* must the development need be solved?
- Trend:** If it's not 'dealt with', will the performance *get worse/get better/stay the same*?

There are degrees of impact, timing and trend to which we can allocate scores in order to determine priority. Although approximate, the very act of prioritising helps us to plan training.

SCORING PRIORITY

Firstly, allocate scores for each factor as follows:

Impact:	HIGH	3
	MEDIUM	2
	LOW	1
Timing:	URGENT	3
	MODERATE	2
	LONG TERM	1
Trend:	INCREASING	3
	STABLE	2
	DECREASING	1

Try and determine a measurable here, such 'reduction in customer complaints', 'less profit' etc

It will easily be recognised that the total training priority score is achieved by adding all three factor scores together, and that the totals will range from 3 to 9.

This simple device will help Trainers to help managers focus on the relative priority of training, especially if more than one training need is present, or more than one employees training priorities need to be compared.