

## M/53 – Award in Training Needs Analysis of a College or School

Lecturer	TBA
MQF Level	Level 7
Pass Mark	45%
No. of ECTS	2 ECTS
Entry Requirements	a) Minimum MQF 6 degree (180-240 ECTS) in Education and a minimum of 5 years teaching experience or b) MQF 6 degree (180-240 ECTS) in any other subject/area together with a PGCE or a pedagogy course and a minimum of five years teaching experience

### Rationale

Research shows that teaching quality is the strongest school-related factor that can improve student learning and achievement. In order to cultivate high-quality teaching, support for ongoing professional learning in colleges and schools is highly essential since great teachers help to create great students. Hence it is critical for educational leaders to pay close attention to the type of training offered within colleges or schools and how this is presented and given. All this requires a strong and effective training identification structure to correctly identify what or who needs to be trained. Poorly conducted needs analysis can lead to training solutions that train: (a) the wrong competencies; (b) the wrong people; and (c) the wrong learning methods. Hence the effective development of a training needs analysis (TNA) is essential and fundamental. This is because a Training Needs Analysis is a structured process for identifying gaps in training and related training needs. It is an accurate method of determining if a training need exists and, if it does, what training is required to fill the gap.

TNA also seeks to identify accurately the levels of the present situation in the college or school. Moreover the gap between the present status and desired status may indicate problems that in turn can be translated into a training need. Hence professional and comprehensive Training Needs Analysis provides colleges and schools with concrete data and information to make informed decisions on the direction and activities of the college or school. This module, therefore, is designed to provide participants with the skills, knowledge and understanding to develop effective training needs analysis for their respective organizations. Hence participants will be guided through the 5 fundamentals steps of a training needs assessment so as to be able to answer the following questions:

- a) What is needed and why?
- b) Where is it needed?
- c) Who needs it?

- d) How will it be provided?
- e) How much will it cost?
- f) What logistical problems it will create? And
- g) What will the developed training effect?

### Overall Objectives and Outcomes

- Solve effectively a college or school problem;
- Avoid repeating or perpetuating a past or current problem;
- Address past or current misconceptions and ideas on a particular educational issue;
- Create or take advantage of a future opportunity;
- Provide meaningful learning;
- Ensure professional development or growth

### Pedagogical Guidelines

This module shall be taught through two three-hour face to face sessions using a combination of the following:

- Presentations (i.e. lectures assisted by PowerPoints);
- Discussions (i.e. active involvement of all participants in learning by asking questions that provoke critical thinking and verbal interaction);
- Cooperative learning (i.e. small group structure emphasizing learning from and with others);
- Participant presentations

### Assessment Strategies

- Assignment
- Group Presentation

### Suggested Readings

- Jean Barbazette, (2006), Training Needs Assessment: Methods, Tools and Techniques.
- MOI/DOLA, (2004), Training Needs Assessment.
- <http://www.statpac.com/surveys/sampling.htm>
- Kavita Gupta, (2007), A Practical Guide to Needs Assessment.
- Training Needs Analysis (<https://www.youtube.com/watch?v=X3cSAjHDeag>)
- Training Needs Analysis (<https://www.youtube.com/watch?v=Vvuc9nXPcFY>)
- What's Beyond Training Needs Analysis?  
(<https://www.youtube.com/watch?v=3EPollyPNuQ>)
- From Performance Gaps to Training Analysis  
(<https://www.youtube.com/watch?v=bJKowt50a0Y>)
- How to manage the training function and conduct efficient training needs analysis?  
(<https://www.youtube.com/watch?v=tJecoKn6t0U>)
- <https://www2.cipd.co.uk/toolclicks/learning/training-tools/training-needs-analysis/default.aspx>

- <https://www2.cipd.co.uk/toolclicks/learning/training-tools/planning-designing-training/default.aspx>
- <https://www2.cipd.co.uk/toolclicks/learning/training-tools/enhance-participant-engagement/default.aspx>
- <https://www2.cipd.co.uk/toolclicks/learning/training-tools/evaluating-training/default.aspx>