LEARNING NEEDS ANALYSIS CHECK LIST

NIPEC developed this check list to help you identify the information you need to gather to complete a Learning Needs Analysis for your team. Click on the relevant hyperlink in table 1 to find out more. Once you have completed the Learning Needs Analysis process for team you will have identified the learning needs of individual team members. Information on the education commissioning cycle on NIPEC's website may help you identify courses that are available to meet the learning needs of your team members.

Table 1: Learning Needs Analysis Checklist

Learning Needs Analysis Process	Information Required	Gathered	To be Gathered
Step 1. Assess			
• Review the current knowledge and skills of your team • Identify the knowledge and skills required to deliver safe and effective care • Compare this information to identify areas for development	**YOUR SERVICE PROFILE** **1.Service overview** **2.Service standards** **3.Department/ Organisation objectives** **4.Information from audits, compliments and complaints** **5.Potential for new service developments** **6.Professional standards**		
	YOUR STAFF PROFILE • **Knowledge and Skills of team members**		
	LEARNING AND DEVELOPMENT NEEDS OF TEAM MEMBERS • **Gaps in the knowledge and skills required by team members**		
Step 2. Plan			
Meet with individual members of team to: • Consider a range of activities • Choose the right activity • Agree how learning will be demonstrated • Record in PDP (hard copy or online)	**Completed KSF Development Reviews with team members**		
Step 3. Implement			
Manager to check progress of team members achieving planned learning	**Record of learning undertaken by team members**		
Step 4. Evaluate			
Meet with individuals to evaluate the effectiveness of the completed learning.	• **Plan how individual will demonstrate learning in practice** • **Review achievement of learning in practice with individual** • **Feedback to course provider**		