

Doc 3.10 Training Needs Assessment

There are two parts to this resource: the first is a general set of questions to be used in individual or, more commonly, group discussions to determine current levels of experience and skill related to the intended product, service or waged employment.

The second part is intended for individual assessments, usually used for Persons with Disabilities or those who have specific learning or employment needs not reflected in the general questions.

Part 1: General questions/Group discussions

Location

Date of survey

Name of the enumerator/interviewer

1. Name and description of the products/services to be produced, or wage employment
2. Are the participants familiar with these product/services? Are they using the skills required for employment?
3. Are they currently producing these products/services?
4. If they are, would they require specific training to increase production and manage sales?
5. What type of machinery/equipment/tools would be required to produce the product/services at volume and quality needed to match consumer demand? For waged employment, what tools/equipment/processes are used? Can they operate these machinery/equipment/tools? If not, what type of training would be required to successfully operate these tools?
6. What skills and capacities do they have that meet the needs of the new occupation/trade/job?
7. What skills need to be developed, upgraded, or enhanced?
8. Are potential participants interested in being trained to produce these products/services or for waged employment?
9. Are there other skills or experience required to sell the service/product or secure waged employment?
10. What improvements would they like to achieve in their community?

Part 2: Individual assessment

1. Personal information

Name Age.....(years)

Gender

Marital status

2. Personal factors potentially affecting individual's ability to complete training and be economically active;

- For persons with disabilities this may include the nature of the disability, the individual's current strategies for managing their daily life, etc.
- Factors may include social or cultural limitations, lack of language or literacy skills, lack of financial literacy or basic digital skills, etc.

3. Past experiences and areas of interest

- Past experience with employment and self-employment
- Past experience with learning/training
- Problems encountered and how they were addressed
- Areas of interest

4. Familiarity with the new product/service/waged employment?

5. Self assessment of skills needed to be successful at the activity

6. Support required to complete training and undertake new economic activity?

- May include assistive/adapted tools or processes for learning and in employment
- May include additional training/coaching to address specific skill gaps
- May include modifications in training delivery (location, scheduling) to accommodate personal needs
- Which supports would need to be provided by TREE?