

Reliable CapacityTM Training Needs Assessment

The skills gap is growing. Amazingly, companies have either responded slowly or not at all to this business risk. This lack of response is the greatest risk business's faces today in meeting customer demands. As the skill gap increases, plants struggle with asset reliability issues, excessive rework, and product or service quality issues.

With Downsizing, Retirements, Outsourcing of skills and Elimination of training departments, it is difficult to sustain effective training through a re-organization. This is, without question, a daunting challenge. How do you manage this transition to a new 'leaner' organization without compromising such an essential function as training? How do you maximize the contribution of your workers by "making them diamonds from the rough?"

The **Reliable CapacityTM Training Needs Assessment** is a structure approach used to develop Job Descriptions, Job Task Analysis, Curriculum Development, Competency Evaluations, Training Metrics and Developmental Plans. So how DOES one begin? Let's recognize that you may not know what it is that you don't know. The best place to start is by conducting Training Needs Assessment (Diamond in the Rough Process) which simply defines the strengths and weaknesses associated with a training function. There is a structured approach that can be adopted and implemented depending on the level of detail that is required. For our purposes, the approach needs to evaluate the following areas:

- 1. Job Definition and Responsibilities including Core and Critical Duties**
- 2. Work Performance Issues (Technical and otherwise)**
- 3. Training Curriculum (per position)**
- 4. Training Materials, Approaches, Media, Facilities**
- 5. Competency of the Existing Workforce Members**
- 6. Supporting Technical Literature**
- 7. Analysis Process that Evaluates Performance Issues**
- 8. Job Aids**
- 9. Assessment/Evaluating/Testing**
- 10. Improving the Process**

MET DEMAND provides a two – day training at your site on how to perform and manage the Training Needs Assessment process and assist in developing the details for each step of the process.

If you are interested in learning more about how to deal with the growing skills gap, contact us at www.metdemand.com.