

Training Goals and Needs Competencies and Objectives

The **Objective** of the training is to ensure each staff member is Competent to perform their Job Tasks



The **Training Objectives** are to make each individual Competent to perform their job tasks.

Training is to achieve the **Objectives**.

The **Learning outcomes** are the effect of the training – learners become competent.

Assessment is against the **competencies**.

Developing a **Training Plan**

	Stakeholders	Sources of Information
Goals	Clients Government Public Services policy Experts	Annual reports 5-year plans Reviews Risk analysis
Job Tasks	Staff Managers Services policy Experts	Job description Performance standards Duty statement
Competencies	Staff Managers Services policy Experts	Job tasks analysis Service requirements Capabilities
Training Needs	Staff Managers Trainers Human resources	Training needs analysis Performance evaluation and reviews Past training - records

Include both current and future needs