



DEVELOPMENT NEEDS ANALYSIS

WHY?

82% of employees and **62%** of HR directors believe that workers will need to hone their current skills or acquire new ones at least once a year in order to maintain competitive advantage in a global job market.

Harvard Business Review, May 31 2021

“When you strategically invest in employees, you attract and keep all the best candidates, and you also build a strong work culture unafraid of innovation, change, failure and success.”

Forbes.com

A STRATEGIC APPROACH TO LEARNING AND DEVELOPMENT

CONSULTING

- Establish terms of reference & protocols
- Data-sharing, analysis, understand current situation/work to date
- Identify project stakeholders
- Agree project scope & specification
- Communications Strategy

ANALYSIS

- Project Kick-off with client team - context, needs, policies, stakeholders & systems
- Review current data
- Project plan –outcomes, milestones, KPIs, assessments & diagnostics
- Investment Plan

DESIGN

- Consulting & collaboration with Client OD
- Delivery strategy (who, what, when, where, how)
- Alignment to client policies, functions, systems, platforms & technologies
- Sign-off session outlines
- Agree evaluation plan

DEVELOPMENT

- Content development for sign-off
- Verify design against plan & strategy
- Induction of learning faculties – internal and external
- Program manual with facilitator guides
- Project plan

IMPLEMENTATION

- Project administration
- Scheduling
- Logistics
- Operations
- Provision of additional resources
- Delivery

EVALUATION

- Outcomes focused
- Kirkpatrick system
- Regular review at every agreed level
- Feedback systems & check-ins for dynamic design
- Monitor Leading Indicators & ROI
- Engagement & Impact

DEVELOPMENT
NEEDS ANALYSIS

End-to-end consulting support & dynamic design through continuous feedback

Starting with the Development Needs Analysis ensures a strategic approach to L & D investment and becomes a starting point for measuring improvement and impact.

primeast



WORKING IN PARTNERSHIP TO GET 'FUTURE FIT'

We work with you to identify the current skills vs the desired future skills – because one size doesn't fit all.

Why a Development Needs Assessment?

- To provide a starting point for measuring impact after an L & D activity
- To inform design of any programme or intervention – making the best decision
- Engaging the learners by inputting into and prioritising the curriculum and encouraging ownership
- To capture diverse development needs across groups of leaders, managers or teams
- To support positive performance management processes
- To inform talent management strategy and resource planning

A CUSTOMISABLE PROCESS

The process is customisable to serve the organisational need.

The process could include any of the following elements:

- Development Needs Assessment – designed by Primeast, in collaboration with your team.
 - Can be designed to reflect your organisation’s Behaviour or Competency Framework
 - Incorporating future skills aspirations and any specific additional requirements to support succession planning
 - Building on the OD strategic plan
- Gaps will be analysed and findings presented with recommendations.

[VIEW SAMPLE REPORT](#)

| ID | Date time | Completion time | Email | Name | Job title/position | Length of service | Has you a team? | How many people | Challenge 1 | Challenge 2 | Challenge 3 | Final Score | Letter Comments | Next steps |
|----|------------------|------------------|-----------|------|------------------------|--------------------|-----------------|-----------------|--|-------------------------|---------------------------|-------------|-----------------|------------|
| 9 | 7/30/21 8:39:53 | 7/30/21 8:42:39 | anonymous | | Head of Service Assist | 10 years | Yes | 4 | Ability to be able to Engage/Manage Business awareness | moderate | very high | very high | | |
| 10 | 7/30/21 8:41:52 | 7/30/21 8:47:19 | anonymous | | Services Operations M | 1.5 years | Yes | 5 | Under resourced | Additional workload | Making sure it goes up | high | high | high |
| 11 | 7/30/21 8:46:53 | 7/30/21 8:56:31 | anonymous | | Customer Experience | more than 10 years | No | | Instating internal cult | Monitoring Action Pla | Callate outside survey | low | high | high |
| 12 | 7/30/21 8:40:56 | 7/30/21 8:56:55 | anonymous | | | more than 10 years | Yes | 5 | Recruiting - having be | Prioritisation of work | The Archive Operating | low | low | low |
| 13 | 7/30/21 8:46:53 | 7/30/21 9:00:19 | anonymous | | Digital Learning Lead | 1.5 years | No | | Supporting an area in | Helping change a learn | Encouraging the busin | very low | moderate | high |
| 14 | 7/30/21 9:01:29 | 7/30/21 9:08:11 | anonymous | | Head of Finance | 1.5 years | Yes | 5 | Access to and quality | Lack of Exco ownership | Workload | very high | moderate | high |
| 15 | 7/30/21 9:05:45 | 7/30/21 9:11:31 | anonymous | | | more than 10 years | No | | lack of clearly defined | Lack of clearly defined | Enduring resentment | very high | moderate | very low |
| 16 | 7/30/21 9:22:46 | 7/30/21 10:03:48 | anonymous | | Commercial manager | more than 10 years | No | | In a small or sales team | Feeling comfortable | in taking practical steps | moderate | moderate | moderate |
| 17 | 7/30/21 9:58:29 | 7/30/21 10:13:07 | anonymous | | Head of Spectrum | more than 10 years | Yes | 5 | Future of broadcast | will utilise remote | and remote managing | moderate | high | high |
| 18 | 7/30/21 10:36:17 | 7/30/21 10:51:12 | anonymous | | | 1.5 years | No | | -Networking/building | -building technical | in learning understand | low | moderate | high |
| 19 | 7/30/21 10:39:06 | 7/30/21 11:01:15 | anonymous | | Enterprise Architect | 1-10 years | Yes | 5 | Understanding of Appl | Growing markets and | Management skills | very low | high | moderate |
| 20 | 7/30/21 10:11:07 | 7/30/21 11:05:18 | anonymous | | Data Governance Man | 1.5 years | Yes | 5 | Understanding where | Confidence in leading | Recruiting the right pe | low | high | moderate |
| 21 | 7/30/21 10:54:53 | 7/30/21 11:06:00 | anonymous | | Enterprise Architect | more than 10 years | Yes | 5 | Getting the time to thi | Focusing each day on | Inspiring my team | and high | high | very high |
| 22 | 7/30/21 9:14:16 | 7/30/21 11:09:36 | anonymous | | | 1.5 years | No | | Keeping momentum go | Influencing different | Organisation of dispo | moderate | high | high |
| 23 | 7/30/21 11:04:27 | 7/30/21 11:14:36 | anonymous | | Head of Commercial | more than 10 years | Yes | 5 | Transitioning from a | Achieving a challenge | Connecting with custo | high | very high | moderate |

| Skills/Competency | Firstname, Lastname | Firstname, Lastname | Firstname, Lastname | Firstname, Lastname | Firstname, Lastname | Firstname, Lastname | Firstname, Lastname | Firstname, Lastname | Firstname, Lastname | Firstname, Lastname | Firstname, Lastname | Firstname, Lastname | Firstname, Lastname | Firstname, Lastname | Firstname, Lastname | Firstname, Lastname | Average Per Skill | | |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|-----|-----|
| Managing | | | | | | | | | | | | | | | | | | | |
| Time Management | 4 | 5 | 4 | 4 | 6 | 5 | 6 | 2 | 5 | 4 | 5 | 6 | 2 | 4 | 5 | 6 | 4 | 5 | 4.6 |
| Meetings | 4 | 5 | 3 | 6 | 8 | 7 | 5 | 6 | 2 | 5 | 6 | 8 | 9 | 7 | 8 | 9 | 5 | 4 | 5.9 |
| Projects & Priorities | 6 | 5 | 8 | 9 | 7 | 5 | 6 | 8 | 7 | 5 | 6 | 8 | 5 | 4 | 9 | 6 | 8 | 4 | 6.4 |
| Finances & Budgets | 2 | 3 | 4 | 5 | 4 | 2 | 3 | 5 | 3 | 5 | 4 | 3 | 6 | 4 | 2 | 5 | 6 | 7 | 4.1 |
| Hiring & Staffing | 5 | 4 | 5 | 9 | 8 | 6 | 2 | 5 | 4 | 5 | 4 | 5 | 5 | 4 | 6 | 2 | 4 | 4 | 4.9 |
| Tech Savvy | 7 | 8 | 7 | 5 | 6 | 7 | 7 | 6 | 5 | 6 | 7 | 4 | 5 | 6 | 4 | 4 | 5 | 6 | 5.8 |
| Disseminating Information | 5 | 6 | 5 | 4 | 5 | 6 | 4 | 5 | 6 | 5 | 6 | 7 | 7 | 7 | 4 | 5 | 6 | 5 | 5.8 |
| Manages Process | 2 | 3 | 6 | 8 | 5 | 6 | 8 | 7 | 5 | 5 | 5 | 7 | 5 | 6 | 5 | 3 | 5 | 6 | 5.4 |
| Leading | 4.4 | 4.9 | 5.3 | 6.3 | 6.1 | 5.5 | 5.1 | 5.5 | 4.6 | 5.1 | 5.4 | 5.8 | 5.4 | 5.4 | 5.5 | 5.4 | 5.0 | 5.3 | 5.3 |
| Leads By Example | 4 | 5 | 3 | 4 | 6 | 5 | 6 | 2 | 5 | 4 | 5 | 6 | 2 | 4 | 5 | 6 | 4 | 5 | 4.5 |
| Interprets The Vision | 4 | 5 | 5 | 6 | 8 | 7 | 5 | 6 | 2 | 5 | 6 | 8 | 9 | 7 | 5 | 6 | 5 | 4 | 5.7 |
| Sets The Direction | 6 | 5 | 4 | 4 | 7 | 5 | 6 | 8 | 7 | 5 | 6 | 8 | 5 | 4 | 5 | 6 | 8 | 4 | 5.7 |
| Plans Strategy | 5 | 6 | 4 | 2 | 5 | 6 | 5 | 5 | 7 | 5 | 6 | 2 | 4 | 5 | 8 | 7 | 5 | 6 | 5.2 |
| Sees Things From A Business Perspective | 7 | 7 | 7 | 5 | 6 | 5 | 5 | 5 | 6 | 5 | 7 | 7 | 5 | 8 | 4 | 5 | 4 | 6 | 5.8 |
| Lives The Values | 2 | 3 | 5 | 6 | 8 | 7 | 5 | 6 | 5 | 4 | 5 | 8 | 6 | 9 | 7 | 6 | 4 | 6 | 5.7 |
| External/Internal Customer Focused | 2 | 5 | 6 | 5 | 4 | 7 | 5 | 4 | 5 | 4 | 5 | 6 | 5 | 6 | 8 | 4 | 5 | 4 | 5.0 |
| | 4.3 | 5.1 | 4.9 | 4.6 | 6.3 | 6.0 | 5.3 | 5.1 | 5.3 | 4.6 | 5.7 | 6.4 | 5.1 | 6.1 | 6.0 | 5.7 | 5.0 | 5.0 | 5.4 |

Ranking poll
Votes: 0

We have listed the key Topic areas we intend to cover on the first phase of the Change Ready programme. Please rank them in priority order. When you're done hit "SEND" - right at the bottom of the list.

Ranking poll
Votes: 0

Similarly, please rank these suggested topics for LEADERS in priority order. Then hit "SEND".

Data collection/sources could include surveys, focus groups, interviews and existing data



CUSTOMISED MEASURES

Primeast will work in partnership with you to design and implement to most appropriate form of measure.

A range of measures could be used :

- Development Needs Analysis re-takes
- Pulse surveys
- Engagement Surveys
- Kirkpatrick Business Impact/Leading Indicators and KPIs e.g. revenue, profitability, attrition, retention, sick days, performance, measures, promotions

