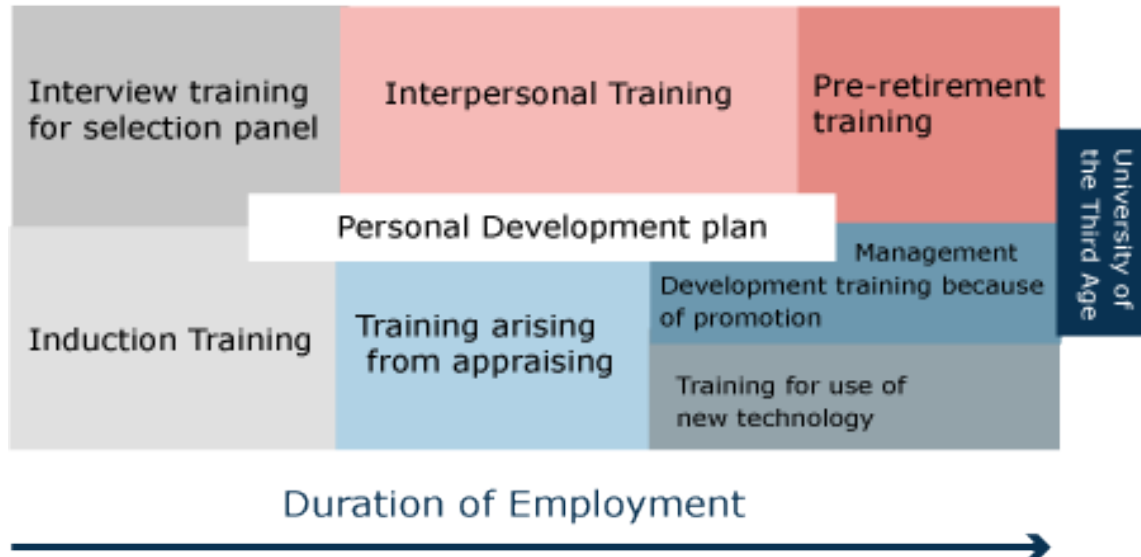


Personal Development Questionnaire

Systematic Learning for the Individual



Individual Learning Needs Analysis Information

A manager should regularly review the performance of those individuals for which they have responsibility. This is usually done during the appraisal interview, but if this only occurs once a year it is insufficient and should be more frequent.

Below are a number of areas which need to be considered and which may provide insights into areas of learning needs:

- Does the person have the ability to successfully achieve work objectives?
- Does the person have the right attitude for the job?
- What is the level of energy which is used by the person?
- Are they lacking specific areas of experience which need to be addressed?
- Can the person work flexibly?
- Does the person possess the interpersonal skills to work effectively in their area?
- Does the person have the specific knowledge required for the post?
- Do they demonstrate suitable maturity for the post?
- Does the person possess the people management skills for their position?
- What is their level of productivity?
- Does the person have the potential for promotion?
- Does the person have the qualifications necessary for their current or future positions?
- Does the person have the ability to work in a team?
- Does the person have the specific technical skills required for this or a future position?



The person with most responsibility for your learning is you! Although there are general training policies and procedures you cannot expect the organisation to have the same insights which you possess. If you have not already done so, you should seize the opportunity to shape your career - research suggests that those who plot their careers tend to be more successful than those who cross their fingers and hope for the best.

There are now few jobs for life and people regularly change not only their jobs but also their careers during their working life. For these reasons, you should regularly conduct a personal audit along the lines of the questions below to ensure that you are heading in a direction that you wish to follow.

- What are your strengths and weaknesses?
- How do you plan to address these development needs?
- What changes are happening to your area of professional expertise?
- How do you propose to keep up to date and maintain your professional standards?
- What training have you had during the past year?
- Do you have any choice in choosing the training courses you think you need?
- How does your training link to organisational aims and objectives?
- Are your skills being used effectively in the organisation?
- Do you discuss your training needs with your line manager / the training department?
- Do you have a career development plan?
- Do you have a personal development plan?
- Do you have the transferable knowledge and skills to enable you to find another job if you current one ends, or you choose to change employer?

Are the Necessary Skills Available?

Many activities within an organisation are routine or planned in advance and therefore should be regularly assessed in order to determine the extent to which training and development are necessary. This checklist can be used as a prompt to identify areas that may require training to ensure smooth transitions and prevent bottlenecks.

- | | |
|-----------------------|--------------------------|
| ▪ Appraisal | ▪ New procedures |
| ▪ Assessment Centres | ▪ New products |
| ▪ Audit | ▪ New standards |
| ▪ Critical Incidents | ▪ New systems |
| ▪ Downsizing | ▪ Other training events |
| ▪ Induction Training | ▪ Performance Management |
| ▪ Internal promotions | ▪ Skills shortages |
| ▪ Internal transfers | ▪ Succession Planning |
| ▪ New equipment | |
| ▪ New legislation | |
| ▪ New markets | |



Training Programmes - Skills Checklist

A list of the main training areas which are to be found in many organisations. It can be used as a menu to identify areas that may not currently be addressed.

- Accounting
- Appraisal Skills Training
- Assertiveness Workshop
- Business Communication
- Business Ethics
- Business Strategy
- Business Writing Skills
- Career Development
- Change Management
- Coaching & Mentoring Skills
- Conflict Management
- Consulting – Internal and External
- Continuous Improvement
- Creativity
- Customer Service training
- Customer Relationship Management
- Diversity Training
- Drug / Substance Abuse
- Emotional Intelligence
- Employment Law
- Equal Opportunities Training
- Executive Leadership
- Financial Skills
- Goal Setting
- Harassment
- Human Resource Development
- Human Resource Management
- Induction Programme
- Interviewing Skills/Techniques
- Leadership
- Managing Conflict
- Managing Difficult People
- Managing Resources
- Marketing Introduction to
- Meeting Skills
- Motivation
- Negotiating Skills
- Performance Appraisal
- Personal Assistant Skills
- Personal Efficiency Programme
- Presentation Skills
- Project Management
- Quality Management
- Selling Essentials
- Small Business Management
- Strategic Management
- Stress Management
- Supervisory Skills
- Supply Chain Management
- Report Writing
- Team Building
- Team Skills
- Team Leader Skills
- Telemarketing Skills
- Time Management
- Train the Trainer
- Training Skills
- Workplace Safety
- Workplace Violence

Courtesy of Oxford University.

