

S 01 Support material

Basic aspects of an inquiry on needs: a central constituent of strategic training

Recording educational needs in the context of future orientated employee training should take 4 basic aspects into account, regardless of which method of inquiry is used.

1. Employee qualification – related to function

Function-related employee qualification defines the need from the function descriptions and the core activities.

Function and tasks form the basis of the requirements profile for the worker. They provide information about the future target requirement for the necessary qualification for this job. By comparison with the current target the need for further training is can be identified. Corresponding requirement profiles can then be quickly drawn up. They represent the future targets. The current target, the actual knowledge, the skills and experience of the worker must also be considered.

2. The employee qualification - future targets

New qualifications are timely.

This concerns the inquiry into the educational needs related to future work requirements in the enterprise. It is wise to give some timely thought to training aims and measures. The planning of a workplace is a part of employee training plant. This is the only way to ensure an organized operation.

3. Employee training - systematic preparation

The employee training should not be carried out ad hoc. Different methods or instruments should be used to address needs systematically. For example, one crucial instrument is the employee discussion.

A current and future target comparison must be implemented systematically and regularly. By this means the individual needs situation can be identified and requirements in the workplace or in the enterprise can be recognized, so that a suitable further education program can be organized.

4. The training needs – overall view

The inquiry into educational needs must be a solid component of the staff and organization development. Here the development of an enterprise and its personnel into one training concept are brought together.

The future target requirements of the enterprise are combined with current target qualifications, vocational experience, education and the other qualifications of the individual employee.

The future target side is determined by the company aims, the business processes and the change and development processes within the organization.