

# Business Learning Needs Analysis Workshops



## **What kind of partners work with us on these workshops?**

Developed in conjunction with umbrella organisations working with small to medium sized businesses (less than 250 staff), previously these have been run with HICCaP.

## **What is the objective of the workshop?**

These workshops will allow an organisation to develop a staff development action plan. Throughout the workshop, we will introduce 'good practice' tools, techniques and resources.

## **Who is the workshop relevant to?**

This workshop is relevant to all organisations who wish to ensure their staff are adequately equipped with the skills needed to meet the future objectives of the organisation.

## **What is the format of the workshop?**

The workshop is designed to last for half a day.

### **Part 1: Define skills gaps.**

An organisation will go through the business learning needs assessment process and, using a typical case study, the group will be asked to identify potential training needs.

### **Part 2: Support and resources**

This session will explain what support is available to organisations from learndirect scotland for business and how an organisation can make the best use of learndirect scotland for business' free resources and materials.

### **Part 3: Provide training solutions**

Having identified the training needs from the earlier case study, learndirect scotland for business will present the findings in the form of a training solutions document.

## **What is the role of learndirect scotland for business?**

On the day, to manage the workshops format, evaluations and collect details for follow up activity.

## **What is the expected role of the partner?**

- To promote out the workshop to their members and service users;
- To host the workshop or to suggest appropriate local venues and catering;
- To manage the workshop bookings.

## **How do we measure success?**

We would aim to get between 8 – 10 organisations to attend the workshop.