

# Training Needs Analysis (Individual)

## Individual Training Needs Analysis

**Objective:** Identify key areas for focused learning and development based on self-assessment results across the RM Comp Framework.

**Step one:** Review of the Self-Assessment Results:

After completing the self-assessment in each of the eight main competency areas, identify areas where your knowledge, skills, and abilities are rated lower (e.g., 0-2 on the rating scale) or where you've indicated a need for professional development.

**Step Two:** Pinpoint specific competencies that require further development based on your self-assessment. For instance, if the rating for "HR Research" or "Communication" is lower or marked for development, these should be prioritised in the Training Needs Analysis.

*In which core competencies have you indicated areas for improvement and training?*

Cognitive Abilities/ Personal Attributes	
Technical Proficiency	
Research Project Oversight/Management	
Stakeholder Engagement	
Line Management and Talent Development	
Communication	
Subject Matter Expertise or Specialised Knowledge	

**Step Three:** Detail Specific Training Needs:

Specify what kind of training is needed within the identified competencies. For example:

*Technical Proficiency: Training in advanced statistical analysis tools or machine learning techniques.*

*Communication: Workshops on effective research communication or stakeholder management.*

**Step Four:** Set Timelines

Determine when you plan to address each training need. Use broad timelines such as "Short-term" (within 6 months), "Medium-term" (within 1 year), or "Long-term" (over 1 year). You may also include specific deadlines based on project requirements or personal career goals.

Examples:

*Provide examples of competencies relevant to your current role and how improving these areas will benefit your work. This can help you identify the most pertinent training resources and align them with your professional goals.*

Consult RM Comp

*Refer to the detailed learning outcomes in RM Comp to guide the selection of appropriate training courses or learning activities. This framework offers extensive resources tailored to Research Managers.*

By systematically analysing and documenting these needs, you can create a structured plan for professional development that aligns with your career trajectory and the expectations of your role as a Research Manager.

# Training Plan and Implementation Template

Name \_\_\_\_\_

Date: \_\_\_\_\_

<b>Competency</b> (e.g., communication)	
<b>Current proficiency level:</b>	<b>Target proficiency level:</b>
<b>Justification for Training:</b> <i>(e.g., Why is this competency important for your role? How will improving this skill benefit your work and the organisation?)</i>	
<b>Competency:</b>	
<b>Current proficiency level:</b>	<b>Target proficiency level:</b>
<b>Justification for Training:</b>	
<b>Competency:</b>	
<b>Current proficiency level:</b>	<b>Target proficiency level:</b>

<b>Justification for Training:</b>
<b>Learning Objectives</b>
<b>Objective 1:</b> (e.g., Improve understanding of research ethics)
<b>Objective 2:</b>
<b>Objective 2:</b>

### Planned Training Activities

<b>Training Activity</b>	<b>Description</b>	<b>Mode</b>	<b>Provider</b>	<b>Timeline</b>	<b>Cost</b>
(e.g., online course in research integrity)	(e.g., a comprehensive training course in research ethics and integrity)	(e.g., online)	Epigeum	Q3 2025	FREE

## Application for Learning

Project 1:	
Project 2:	
Project 3:	

## Evaluation and Follow-up

Evaluation Method: (e.g., Performance review, feedback from team members, self-assessment)
Timeline for Evaluation: (e.g., 3 months post-training)
Criteria for Success: (e.g., Successful application of HR research in project X)

## Approval and Sign-off

Manager/Supervisor's Name:
Signature:
Date: