Individual Training Needs Analysis

Contents

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Research Managers open Research Doors

Research Manager Training Needs Analysis

Foreword: A training needs analysis is akin to a compass, guiding us toward the skills and knowledge essential for success as Research Managers. It is a crucial process that helps identify gaps in our current competencies, ensuring that our training efforts are aligned with the demands of our roles and the broader research landscape. By systematically assessing our training needs, we equip ourselves to meet challenges head-on, enhance our capabilities, and contribute more effectively to our organisations. This analysis reflects our commitment to professional growth and the continuous pursuit of excellence, enabling us to remain agile and responsive in an ever-changing research environment.
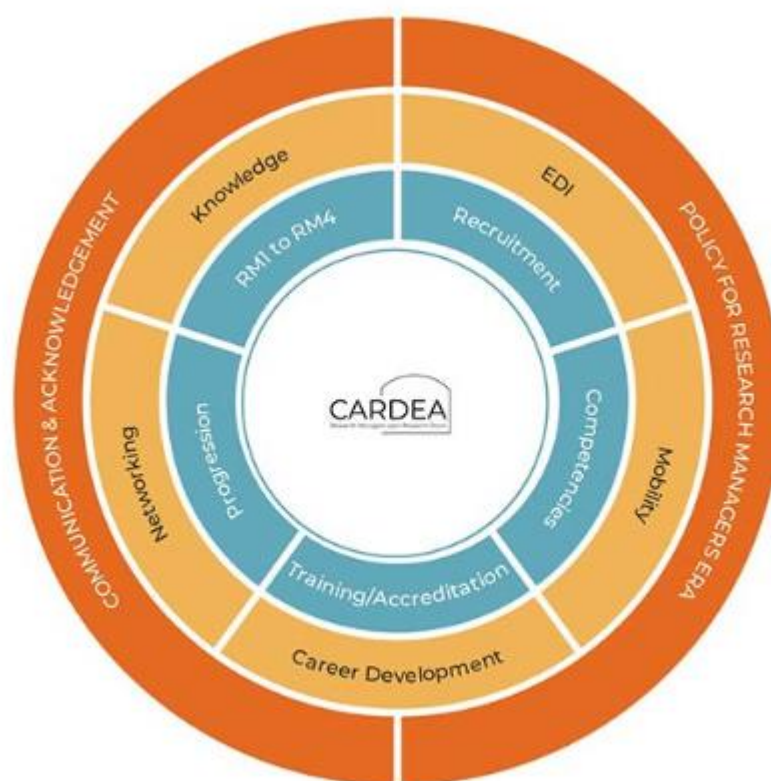
CARDEA MATRIX

Your Cardea Community

CARDEA is a group (many of us HR Professionals) with a proven track record in the delivery of initiatives to support research staff within our own universities and organisations. Under the framework provided by the HR Excellence in Research initiative we work to improve policy and practice, recruitment and working conditions, and the training and development of research staff. Through CARDEA we will now leverage our experience to introduce policy and career practice guidelines
for Research Managers in the European Research Area. **Meet the team**

Web Resources

CARDEA
Enabling professionalisation
of research management

Webpage: https://www.ucc.ie/en/cardea/

CARDEA Hub

Webpage: TBC   Webpage: https://www.ucc.ie/en/cardea/cardeahub/

Contact us: cardea@ucc.ie

1. Training Needs Analysis

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

1.1   Review 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.

Your Notes

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2. Focus Areas:

Based on your self-assessment, pinpoint specific competencies that require further development. 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.

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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	

Your Notes

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2.1 Detail Specific Training Needs:

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

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

Communication: Workshops on effective research communication or stakeholder management.

Your Notes

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2.2 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 how the competencies are 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 the CARDEA Competency Framework:

Refer to the detailed learning outcomes in the CARDEA Competency Framework 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.

Your Notes

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3. Training Plan and Implementation Template

Name_____   Date: _____

Competency (e.g., communication)	
Current proficiency level:	Target proficiency level:

Justification for Training:
(e.g., Why is this competency important for your role? How will improving this skill benefit your work and the organisation?)

Competency:	
Current proficiency level:	Target proficiency level:

Justification for Training:

Competency:	
Current proficiency level:	Target proficiency level:

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Justification for Training:
Learning Objectives
Objective 1: [e.g., Improve understanding of research ethics)
Objective 2:
Objective 2:

Planned Training Activities

Training Activity	Description	Mode	Provider	Timeline	Cost
(e.g., online course in research integrity)	(e.g., a comprehensive training course in research ethics and integrity)	(e.g., online)	Epigeum	Q3 2024	FREE

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Application of 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:

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