

**ANNUAL TRAINING
NEEDS
ASSESSMENT**

- What is an Annual Training Needs Assessment?
- What are the methods used to gather the information required to complete the Annual Training Needs Assessment?
- What data must you collect to complete the Annual Training Needs Assessment?



What is an Annual Training Needs Assessment?

- The Annual Training Needs Assessment is a forecast of organizational and individual training and development requirements.
- Training Needs Assessments are conducted every year to establish training plans and future budget projections.



Methods used by supervisor to obtain information required to complete a Training Needs Assessment

- The first method: Use data from prior year or years Annual Training Needs Assessments.
- The second method: Direct observation of employee performance, request input from employees and compare results and requests to their Individual Development Plan, Position Description, and Standards to verify training needs.
- The third method: Is a combination of both the first and second methods.



What data must you collect to complete the Training Needs Assessment?



From each category, the supervisor needs to have the following data compiled:

- ✓ Course Title / Description (Mission / Purchase / Event)
- ✓ Total number of technicians to be trained
- ✓ Total course hours (course hours x number to train)
- ✓ Total tuition (total tuition x number to train)
- ✓ Total per diem (total per diem x number to train)
- ✓ Total travel (total travel cost x number to train)
- ✓ Total other costs (i.e. Instructor fees, course materials, etc)
- ✓ Priority
- ✓ Impact if not funded

The Three Priority Levels of Training In Depth

Levels of Training

There are three levels of training:

- **Priority 1** – Statutory Training
- **Priority 2** – Regulatory / Risk Management Training
- **Priority 3** – Career enhancing skills, management development (except statutory) and career broadening

● Priority 1 – Statutory Training

a. Definition: This includes T&D that must be accomplished or it will have an adverse impact on the mission and/or will result in a violation of law. It includes mandatory T&D required by statute, presidential directive, CFR, DOD, NGB or state law.

b. Example Courses:

- Contractor / Acquisition personnel
- Mandated Hazardous Materials Handling
- Equal Opportunity Compliance training
- Hazardous Materials Compliance (e.g. POL)
- Technician Personnel Management course (TPMC)

● Priority 2 – Regulatory / Risk Management Training

a. Definition: This type of training promotes more efficient and timely accomplishment of mission requirements. It is recommended that training be specific, based on an approved training plan for enhancing performance results, and completed within a specified time period. The mission could still be completed without this training; however, there is a requirement of additional time and resources to meet the objectives of the mission.

b. Example Courses:

- Basic Supervisory training (except Statutory)
- Professional / Technical Certification training
- Career enhancing skills (GS Graduate School)

● Priority 3 – Career enhancing skills

a. Definition: All other T&D activities not included in Priorities 1 or 2. This would include career enhancing skills, management development (except statutory) and career broadening. This type of training provides standardized knowledge, skills and abilities across an occupation open to all individuals who have similar duties and responsibilities.

b. Example Courses:

- GS Graduate School courses
- Career development courses
- Leading Change courses
- Long-term Developmental courses
- Pre-Retirement Seminars

To reiterate:

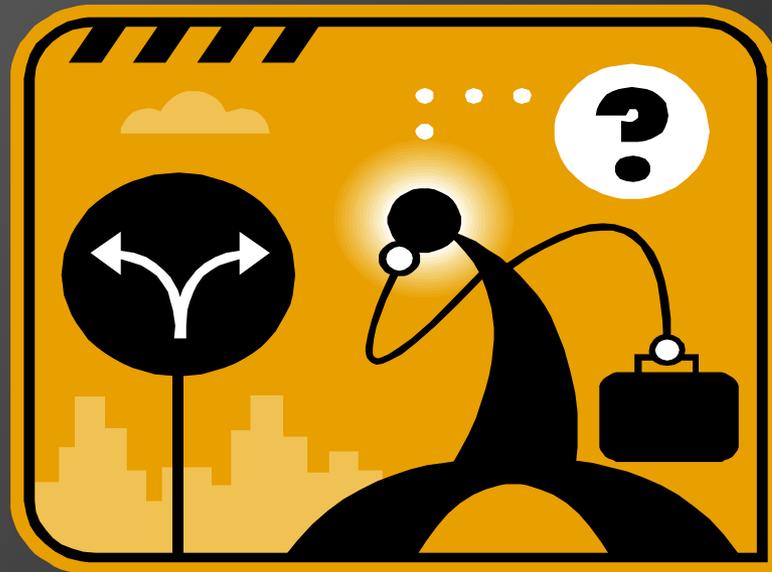
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Review

- Annual Training Needs Assessment is a forecast of organizational and individual training and development requirements.
- Three Methods used to obtain information required to complete an Annual Training Needs Assessment
- Three priority levels of training

Questions on Annual Training Needs Assessment?



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