



FCB Training Needs Analysis Service Frequently Asked Questions

Why do we need to analyse training needs?

Carrying out a training needs analysis (TNA) will allow you to examine the training needs of your Board/Council members objectively and systematically, which is part of the code of best practice for boards. It will also allow you to set clear priorities for director training and development activities. In addition, the TNA provides a good opportunity to consider the skill-set that is needed to lead your business and help individuals understand their own strengths and weaknesses.

What does undertaking a TNA involve?

There are four key stages to the process.

- 1. Research of the business needs and individual background details*
- 2. Establish the skill profiles required by board/council members*
- 3. Assessment of current individual director skill levels*
- 4. Reporting and feedback*

How much time management time does it take?

The time taken depends on the depth and thoroughness of the TNA. However, it will take approximately a 2 hour meeting to establish all the setup and background information required. There is usually a feedback meeting as well when the results of the TNA are discussed and the actions to develop training programmes are agreed.

Are individual directors identified within reports?

Individual director identities are kept confidential (they are identified by a random letter) unless it is agreed in advance with all the participants.

How much time does it take to assess the individual training needs?

This stage of the process really does depend on how thorough you want/need to be. The options for assessment are given below. These options are not mutually exclusive, you can use different options for different groups of directors (e.g. Board newcomers may have a full assessment).

- 1. FCB Chair/CEO review their individual directors training needs from their own perspective, knowledge and experience (10-15 mins/director).*
- 2. Self Assessment questionnaire by individual (30 – 40 mins per director)*
- 3. Facilitated group meeting where individual skills are discussed in detail and group needs defined (1-2 hours)*
- 4. Telephone/personal interview with independent third party (up to 45 mins/person)*

What report and output do we get?

EFFP will produce a full report detailing the following:

- 1. Executive Summary Key*
- 2. Current Business Position*
- 3. Board Performance*
- 4. Priorities for Development*
- 5. Assessment of Current Competence*
- 6. Gap Analysis and Priority Development Areas*
- 7. Recommendations for Training and Development*
- 8. Conclusions*

What happens after the TNA?

EFFP will arrange for a meeting to review the findings of the analysis, to agree training priorities, discuss suitable training providers and training options/plans

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