



## Guidance on Carrying out a Training Needs Analysis

A training needs analysis should be carried out in order to provide specific and concrete information to assist the Unit leader, via the safeguarding committee, to make informed decisions about the particular needs and skills within the Unit.

It is a critical step that will help the safeguarding committee assisted by the safeguarding focal persons to create a training plan for the year ahead. This plan will form part of the overall three-year safeguarding plan.

### **A training needs analysis will help to:**

- Identify any gaps between the current and required levels of knowledge and skills;
- Identify who needs training and what training they need;
- Identify gaps in training provision in particular communities/ministries etc;
- Identify what the content of training should be;
- Ensure that appropriate and relevant training is identified and delivered;
- Form the foundation of a training plan;
- Enhance skill levels to ensure the implementation of best practice in safeguarding;
- Assist in the evaluation of a training plan;
- Ensure that resources are used effectively and efficiently.

### **A training needs analysis should address some of the following questions:**

- What level and type of training are sisters and associated people currently participating in?
- What are the specific training needs of personnel in the communities/ministries?
- Who needs to be trained and what level of training is needed, e.g. refresher, role specific?
- Who are the target groups that need training?
- What methods of delivery should be used, e.g. participatory, online training, etc.?
- What are the key roles where training needs to be considered?
- What are the skills gaps?
- How many people need to be trained?
- What is the time frame within which this needs to happen?



- Can the training needs be met locally?
- Are there local initiatives that could provide this training?
- Can the training be delivered locally/nationally?
- Which training programmes should be given priority?
- What additional/external support, if any, is needed to deliver this training?

### **Collecting data for a training needs analysis**

Consultation is important before undertaking a training needs analysis. The best people to help the safeguarding committee to identify what training is required include members of congregation, local safeguarding focal persons, congregational safeguarding facilitators, parents/guardians, and young people/persons in vulnerable situations involved in activities.

Consultation with these individuals and groups will assist with the identification of training needs.

This can be done in a variety of ways, which include:

- Training: as part of the basic awareness training that all personnel are required to do, participants are asked to identify key areas in which they require further development opportunities. This information should be fed back to the safeguarding committee by the safeguarding focal person;
- Evaluation: as part of any training programme, evaluation (both written and verbal) is critical. It is important that evaluation processes allow participants to reflect on their training needs and that these are communicated to the safeguarding committee;
- Meetings with local safeguarding focal persons: opportunities should be provided that allow the safeguarding contact persons to share their training needs with the safeguarding committee;
- Safeguarding audits: the annual audit should provide detailed information to allow the safeguarding committee to identify the training needs of each activity.