

Individual Learning Needs Analysis

Use this form to guide your conversation with your line manager/ team members to identify what exactly your/ their learning needs are and how best to address them. Try to gather feedback from others to develop a full picture.

Describe your learning need(s) in as much detail as possible. Think about these questions:

- Is this a new **skill** - something you need to be able to do that you've never done before? (e.g. give effective presentations)
- Is this something you do already but **need to be better at**? (e.g. to develop skill in structuring presentations & designing slides to best effect)
- Do you need to **acquire some new/additional information**? (e.g. to learn how to use PowerPoint or to improve your knowledge to an advanced level)
- Do you need to develop a **behaviour**? (e.g. to develop a confident and engaging manner when giving presentations)

Has this learning need been identified before? How have you identified this need?

What specifically will you be able to do differently if the learning need is met?

When you have developed this knowledge/skill/behaviour how will the improved result help you better achieve your objectives and the team's objectives?

How will developing this knowledge/skill/behaviour help you better achieve our strategic goals?

Who will benefit from the learning need being met?

Who do you know at the University who demonstrates this knowledge/skill/behaviour well? Think about using role models to coach, guide and provide useful feedback.

How do you like to learn? Think about how and when you learn best - do you like to read information? Do you like to consider things carefully and reflect/analyse before acting? Do you learn by throwing yourself into a task & learning by mistakes? What implications does this have for you addressing your need?

What resources and/or opportunities are available to meet this learning need? Think about possible on-the job/stretch opportunities, mentors/coaches, training, self-paced learning and other learning resources.