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How to conduct an analysis of training needs with limited resources

Training gaps are one of the most underrated causes of a company's sales declines. Are you aware of the shortcomings of your organization on the learning and development front?

How to conduct an analysis of training needs with limited resources? Here are 8 tips to perform an analysis of training needs, even if with a limited e-Learning budget.

1. Conduct preliminary evaluations

Understand how your online training strategy can help improving skills by conducting preliminary assessments that shed light on training inefficiencies. E-Learning assessments allow the identification of models that other evaluation methods may ignore.

2. Make a survey among employees

Your employees may have a clear idea of what is missing in your current online training: they are the ones who must follow company policy. Collect feedback feeds (also in the form of surveys) to assess your training needs from a different perspective.

3. Analyse simulation performance

An online training simulation reveals the ability of employees to apply information and use their skills. You will thus be able to identify which aspects of your online training are adequate and which are lacking.

4. Evaluate the LMS metrics

If you already have an online training program, LMS metrics can help you analyse every aspect of your online education strategy, from employee performance to e-Learning assessment results. Big Data allows you to hedge the training gaps and draw a course of action. Create online surveys to re-emphasize their preferences and expectations.

5. Organize webinars for diagnostic purposes

Webinars are often perceived as a more exciting and interactive version of the lessons. Speaker asks questions to help evaluate the knowledge and understanding that employees have about online training topics, as well as to find out what aspects of the online training strategy you should work on.

6. Schedule videoconferencing interviews

Collecting employee input can be even more challenging in remote work environments. Video conferencing tools facilitate the contact and collection of employee opinions about the online training program, as well as their expectations on future courses. Most video conferencing tools are free or low-cost, making them ideal for organizations with limited resources.

7. Collect customer feedback

Customers also benefit from an effective online training program. Their feedback can help you, providing you with a different perspective in analysing your training needs and being able to address training issues that affect customer loyalty and sales.

8. Request team leader input

Managers and team leaders are available to employees to answer questions and detect online training issues when they occur. Therefore, management can help you work out a more accurate picture of what employees need to do their job better.

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