

# Partners in Prevention Coalition Toolkit

## Step 8 Identifying Training Needs Within Your Coalition

In order to provide training and professional development to coalition members, you'll need to understand where gaps in knowledge, skills, etc. exist and what resources you can provide to fill them. Follow the steps below and use this document as a planning worksheet to conduct a knowledge gap analysis.

- **Reflect on the coalition's mission, vision, goals, and objectives.** This should be driven by a strategic plan, and will direct what the coalition will do and what the outcomes of the work should be.
- **Assess where you are now.** Take stock of existing members, their skills, the coalition's resources, etc. For more information, see resources in step 2 of this toolkit and below.
- **Determine the needed skills.** In order to achieve the goals and objectives and put the strategic plan into action, what skills/knowledge/training are needed?
- **Identify the gaps.** Based on the above information, you should then understand the gaps - what is needed minus what the coalition already has. What skills should be developed to move the coalition from where it currently is to where you want it to be?
- **Plan to bridge the gap.** Once you recognize the gaps, determine the training and technical assistance needed to build knowledge and skills. Keep in mind that mentorship and relationship building can aid in this process, especially if you identify that the coalition lacks specific members or buy-in. The end goal is not just to provide training, but to develop the coalition overall.

**It is vital to get coalition members' input on this process.** Guide a discussion with coalition members as a group, or one on one, using the following prompts:

- **What skills and training do you already have** that contribute to the coalition work? (these could be general skills, certifications/completed training, etc.)
- **What are some skills you would like to develop?**
- **What training would you be interested in** to develop those skills?
- **What skills/training does our coalition need** to be more successful?

- **What goals in the strategic plan do you feel confident that can be accomplished** with existing knowledge/skills/training?
- **Are there any goals in the strategic plan that seem difficult** to achieve based on lack of skills/knowledge?
- **Are there mentorship opportunities or relationships** you would like to develop within the coalition?

### **Resources for Assessing Skills**

- The Coalition Member/Leader Inventory from CoalitionsWork
- The Skills Inventory from Wilder Research

### **Coalition Mission/Vision/Goals**

**Where are we now?** (existing members, skills, resources)

**Needed skills?** (what do we need to achieve the goals?)

**Gaps** (difference between where we are and where we want to be)

**Training/Technical Assistance Needed** (how can we build skills?)

**Other Ideas for Bridging the Gaps**