Identifying Training Needs Within Your Team

In order to provide training and professional development to team 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 team's mission, vision, goals, and objectives. This should be driven by a strategic plan and will direct what the team will do and what the outcomes of the work should be.

Assess where you are now. Take stock of existing members, their skills, the team'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 team already has. What skills should be developed to move the team 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 team lacks specific members or buy-in. The end goal is not just to provide training, but to develop the team overall.

It is vital to get team members' input on this process. Guide a discussion with team members as a group, or one on one, using the following prompts:
- What skills and training do you already have that contribute to the work of Engage? (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 team 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
- Skills Inventory Worksheet from SOPHE's Center for Online Resources and Education - elearn.sophe.org/ coalition-building-tools

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