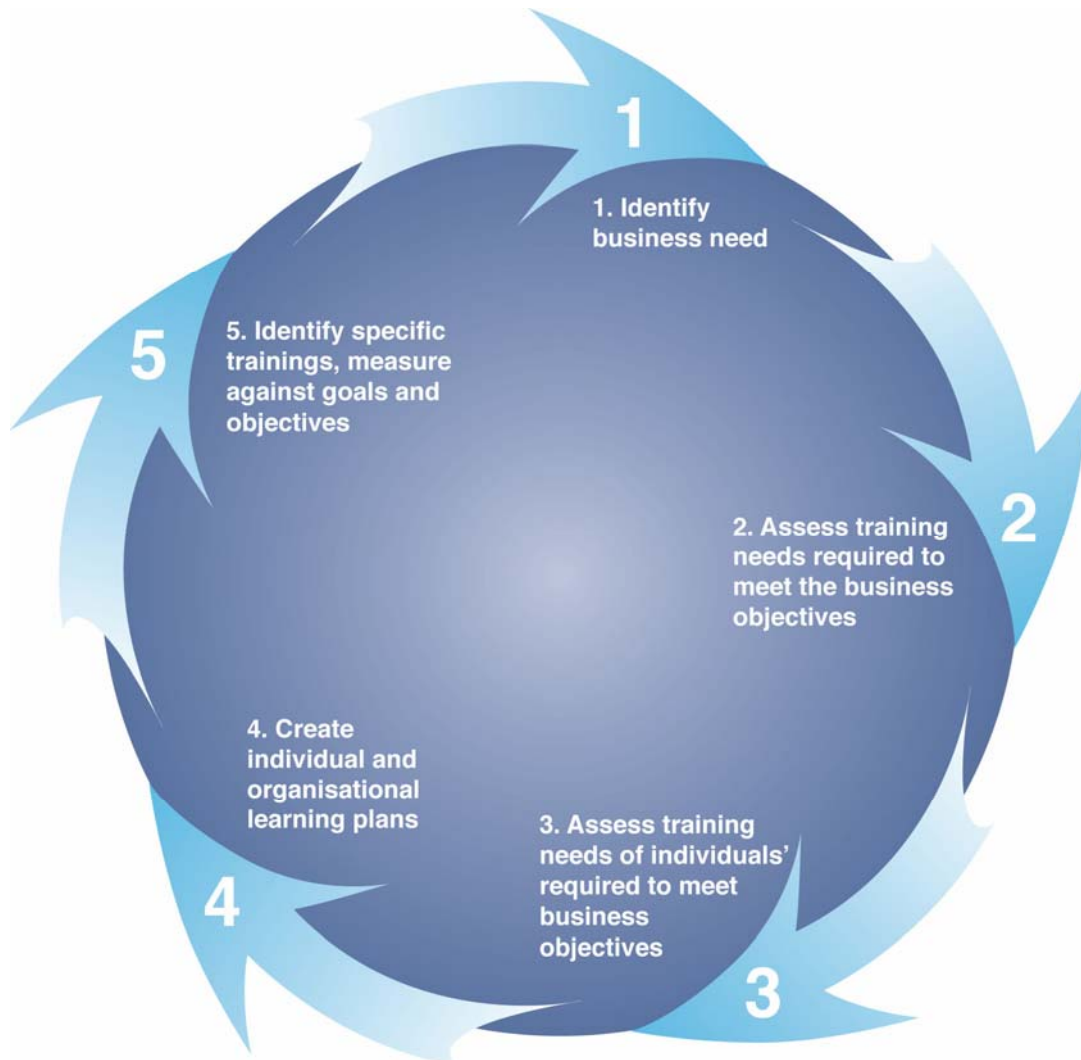


## Improving outcomes through rehabilitation management systems: a continuous improvement guide

### Appendix 7: Training needs analysis



It is important to measure the success of a training program against business goals once it is implemented.

#### Questions to ask at each stage

##### 1. Identify business need

- What are the organisation's business objectives?
- What is the organisation's approach to ensuring the health and safety of its employees?
- What are the organisation's rehabilitation goals and targets?

##### 2. Assess training needs required to meet the business objectives

- What qualifications do staff need to work in the rehabilitation area in the organisation?
- What qualifications do you expect of external providers who assist in the rehabilitation of employees?
- Are the training needs ongoing or one-off?

**3. Assess training needs of individuals' required to meet business objectives**

- Have staff attended internal training/induction?
- Have staff attended required legislative training?
- Have staff attended other relevant Comcare training?
- What ongoing needs do they have and are they being met?

**4. Create individual and organisational learning plans**

- How are individual plans collated and transformed into an organisational plan?
- Who develops the individual learning plan?
- Is there funding to implement these learning plans?
- How are these plans reviewed?
- How are they linked with performance plans?

**5. Identify specific trainings, [needs?] and measure against goals and objectives**

- Who reviews the organisation's needs and determines appropriate training?
- Are these needs measured against organisational goals and objectives?
- How are the outcomes measured?

