

Professional Development Program Needs Analysis

Activity 2-3

Format: Out of class as homework (individual)

Timeframe: 3:00

Description

This activity provides students with an opportunity to assess specific job descriptions for training and educational requirements; compare identified requirements to existing professional development programs; and create a gap analysis report and establish recommendations for the maintenance of required proficiencies.

Materials

- Organizational job descriptions
- Organizational training and education plans

Instructions

1. Select two to three job descriptions (minimum one safety position and one non-safety position).
2. Review the chosen job descriptions for minimum training and education requirements.
3. Correlate the determined requirements to existing organization training and education programs.
4. Develop a written needs analysis based on the assessment of the job descriptions and existing training and education programs.
5. Write specific recommendations to minimize identified gaps so that members achieve and maintain required proficiencies.
6. Submit a written summary as directed by the instructor.
7. Divide into small groups and present an overview of your findings. Select one presentation from each group to present to the entire class.

Instructor Notes

- After summaries are presented, lead a discussion on current regional needs and opportunities.