

“Capacity Building and Strengthening Institutional Arrangement”

Workshop: Capacity Building for
EEAA Training Department

Specific Training Needs’ Assessments

Mr. Gaetano Battistella, Mrs. Alessandra Casali

APAT

Agency for Environmental Protection and Technical Service

Service for the Environmental Education and Capacity Building



Index

1. Introduction

2. The training needs' assessment phase according to quality theories

3. The training needs' assessment in environmental capacity building

1. Introduction



What is the training needs' assessment (TNA)?

The training needs' assessment is a survey to define the 'state of the art' of trainees knowledge, in order to identify specific training initiatives for them comparing the level of competencies of trainees and what kind of professional knowledge they want to achieve.

Through the training needs assessment it is possible to identify specific training requirements of trainees in order define training programs.

2. The training needs' assessment phase according to quality theories (I)

Principal phases of TNA

Definition of the field to investigate (example: possible participants to environmental training activities)



Choice of the methodology (example: questionnaire)



Collected-analysis of data and classification of requirements of the trainees



Identification and planning of possible training solutions (example: start-up of an environmental training program)

2.The training needs' assessment phase according to quality theories (II)

What are the main purposes of TNA?

❖ to collect data about trainees attending training courses, such as: age, working position, experiences, professional qualifications, etc

❖ to define and to specify the professional competences needed by trainees, or objects of a training activities, in terms of skills and competencies

2.The training needs' assessment phase according to quality theories (III)

What are the main purposes of TNA?

- ❖ to define the subjects of the training program (example: specific environmental issues)
- ❖ To identify the specific trainees' groups composition for the training activities
- ❖ to select type and level of training to be provided according to trainees experiences and knowledge
- ❖ To involve trainers and tutors

2.The training needs' assessment phase according to quality theories (IV)

What are the main purposes of TNA?



- ❖ to choice the training methodologies (lessons, case-studies, stories telling, outdoor training. etc.) according to training requirements previously defined
- ❖ to choice appropriate evaluation methodologies

3.The training needs' assessment in environmental capacity building (I)

The TNA results are important to environmental capacity building design



- to identify and to strengthen the professional figures employed in specific environmental protection field and their knowledge
- to collect data about previously environmental capacity building initiatives carried out in specific environmental fields;
- to define the environmental protection issues or skills that have to be trained with priority
- to finalise training program to quality achievements of scientific and technical knowledge

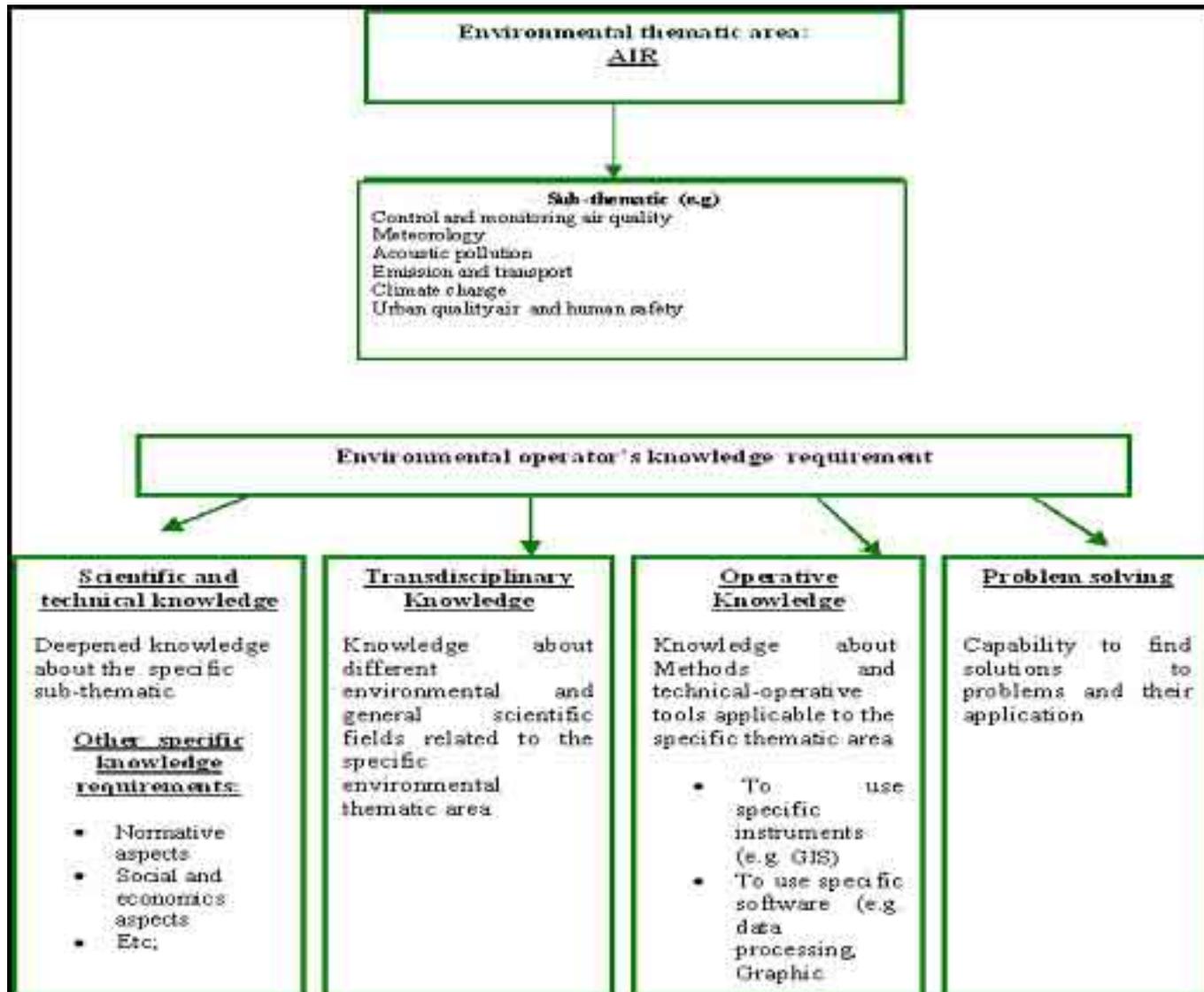
3. The training needs' assessment in environmental capacity building (II)

The environmental professional figures employed in environmental protection field require specific scientific and technical training program in order to increase the competences needed to perform their operative tasks.



It means that training need assessment's results are useful to help the planning of the training programs, supplying useful information as showed in the following example

3. The training needs' assessment in environmental capacity building (III)



3.The training needs' assessment in environmental capacity building (IV)

What are the tools for the TNA?

1) Observation

Observation of the trainee's group during their environmental professional activities

Advantage: information about the real competencies needed to carry out the environmental activities

Disadvantage: for the observant is needed a deep knowledge of the working process

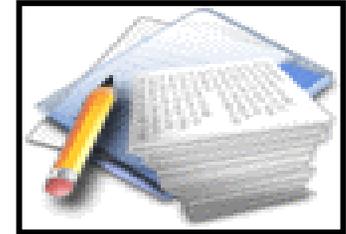
2) Interviews



Advantage: More clear to collected the data

Disadvantage: More expensive and more time to carry-out it

3. The training needs' assessment in environmental capacity building (V)



What are the tools for the TNA?

3) Talks

Advantage: it allows to have more detailed and deep information

Disadvantage: high costs

4) The questionnaire

Advantage: it allows to reach a huge number of people at the same time

Disadvantage: huge analysis of the data

3.The training needs' assessment in environmental capacity building (VI)

What are the tools for the TNA?

Participants questionnaire

Questionnaire is a tool that can be used before each environmental training course to collect information about the background of the participants.

Ideally the questionnaire should be sent out to participants as soon as possible, to be completed and returned before training course start, otherwise they can be distributed during the participants registration at the course beginning.

Besides, there are different kinds of questionnaires according to various aims and data to be collected.

3. The training needs' assessment in environmental capacity building (VII)



Training needs' assessment tools

UNEP underlines a further step about training needs assessment: after the information obtained through the questionnaires, the TNA can be performed during some days of workshop with an agenda focused on relevant aspects of the training issues

The aims of these workshop (one or two-day) are:

- bring together a range of stakeholders in the specific environmental issues
- identify the influence of social and environmental situation in specific training issues
- select a set of specific training needs summaries for each target group, representing stakeholder or professional figures.

(source UNEP EIA Training Resource Manual - 2002)

3. The training needs' assessment in environmental capacity building (VIII)

Example of training needs assessment questionnaire developed by UNEP related to a specific environmental issue (EIA)

Form C-8 Training needs analysis
EA course participant pre-course questionnaire

Please provide following information:

1. How much do you know about EIA in your country?
2. How much do you know about EIA in your country?
3. How much do you know about EIA in your country?
4. How much do you know about EIA in your country?
5. How much do you know about EIA in your country?
6. How much do you know about EIA in your country?
7. How much do you know about EIA in your country?

71

Form C-9 Training needs analysis
EA course participant pre-course questionnaire

Recommending the preferred alternative
 Never Sometimes Often Nearly Always
 Comments

Preparing an impact mitigation or environmental management plan
 Never Sometimes Often Nearly Always
 Comments

Establishing monitoring procedures
 Never Sometimes Often Nearly Always
 Comments

Writing part, or all, of an EIA report
 Never Sometimes Often Nearly Always
 Comments

Reviewing an EIA report for compliance or technical adequacy
 Never Sometimes Often Nearly Always
 Comments

Planning a public involvement strategy
 Never Sometimes Often Nearly Always
 Comments

Writing terms and conditions to accompany project approval
 Never Sometimes Often Nearly Always
 Comments

Providing information to decision-makers
 Never Sometimes Often Nearly Always
 Comments

www.unep.org