



“Capacity Building and Strengthening Institutional Arrangement”

Capacity Building for EEAA Training Departments

Working group n° 2
“Perform a Training Needs’ Assessment”

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Perform a training needs assessment

Objectives:

The working group is finalized to share some preliminary considerations among participants to perform a training needs assessment according to the main aspects of quality theories.

Perform a training needs assessment

Activities:

Phase 1: Subdivision of the participants in 2 working-groups;

Phase 2: Discussion and debate about previous experience of training needs' assessment activities performed

Phase 3: Choose the objects of the TNA (such as environmental training program or survey about the environmental initiatives carried out in specific geographical areas)

Phase 4 Choose of the tools for the TNA (Questionnaires, Talk or Interviews) and design of its general structure: definition of the environmental thematic area and the main elements to investigate, such as general information about participants, their professional competences, the scientific technical skills to be achieved, the more didactical methodologies suitable for participants, etc;

Perform a training needs assessment

Activities:

Phase 5: Presentation of the tools and distribution of the TNA tool to the other Working group

Phase 6: Fill up of the questionnaires and data collection

Phase 7: Data collected analyses and their representation

Phase 8: Final presentation and discussion about the activities performed.