

# CONSIDERING YOUR WORKFORCE DEVELOPMENT NEEDS: A BACKGROUND BRIEF

Training providers will be able to give you more comprehensive information and advice if you've already considered what you want. Before making contact, consider the following questions.

<p><b>1. What are your overall goals around skills, training and workforce development?</b></p>	
<p><b>2. What skill outcomes are you looking for? (e.g. Do you have role descriptions of the jobs you want staff trained for? What do 'job ready' employees look like to you?)</b></p>	
<p><b>3. Are there specific problems to solve or gaps to fill? In what timeframe?</b></p>	
<p><b>4. What outcomes do you need? (e.g. nationally recognised qualifications; discrete skills just for your organisation; to meet compliance requirements?)</b></p>	
<p><b>5. Who needs to be trained? (e.g. number of employees; roles; personal characteristics like age, educational backgrounds, existing skills and experience; working arrangements – full time/part time/casual, shift-work)</b></p>	
<p><b>6. How will you support your employees to manage working and learning?</b></p>	
<p><b>7. What investment will you make? (e.g. in time, dollars, staff replacement, supervision in the workplace)</b></p>	
<p><b>8. Will you need support from outside your organisation?</b></p>	

