

Training Needs Analysis Example

Job to be analyzed:	Email Marketing Executive
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Goal	Job behaviors	Skills / Knowledge	Skills / Knowledge Level	Need for training	Training recommendations
What organizational goal are we trying to achieve?	Which job behaviors contribute to achieving the goal?	Which skills and knowledge components are required to display the relevant behaviors?	What are the levels of the required skills and knowledge on a scale 1-5?	What is the need for training?	What type of training is needed to close the skills and knowledge gaps?
Increase email conversion rate from 3% to 4%	Understanding customer behavior Making sense of customers' buying habits and patterns, and factors influencing this behavior.	Skill - Conducting market research - Collecting and analyzing a variety of data	4	Low training need	- Online training course
		Skill - Email copywriting - Adapting email campaigns with key messaging	4	Low training need	- Online training course
		Knowledge - A/B testing - Conducting A/B tests, analyzing and acting on the results	3	Moderate training need	- 2-day intensive training course
		Knowledge - Email automation - Working knowledge of segmentation and workflows	5	No training need	-
	Making data-informed improvements Ability to use data to make decisions.	Skill - Data interpretation - Interpreting data to draw actionable insights	5	No training need	-
		Skill - Data communication - Presenting findings to communicate their value	3	Moderate training need	- Workshop
		Knowledge - Email analytics - Working knowledge of how to monitor and analyze email	4	Low training need	- Online training course

Training Needs Assessment

H Kauffman



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