

Identifying needs

Identifying learning and development needs

You can use the questions in the diagram below to start to think about your learning and development needs. Figure 1ⁱ. Identifying learning and development needs.



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Setting SMART learning objectives

Learning objectives are specific statements that describe what you will be able to do as a result of their learning. SMART learning objectives include:

Specific	What do you need to know, be able to do or improve?
Measurable	<p>What will you know or be able to do differently?</p> <p>How will you be able to demonstrate this?</p> <p>How will you be able to measure your progress?</p>
Achievable	<p>Is the objective feasible in the timescale? Complex skills can take time to develop and practise, you may find it useful to break your objective down into stages and set yourself milestones that describe what will you be able to do after 3, 6 or 9 months.</p> <p>What support do you need from your supervisor/manager to achieve your objective?</p> <p>What opportunities will you need in order to practise using the skills in your role?</p>
Relevant	<p>How will this skill/knowledge help you in your current role?</p> <p>What aspects of your role will it improve/support?</p>
Time-framed	Include clear milestones and review dates.

ⁱ Wilkinson K, Pike L and Halliday J (2013) Evaluating Training Impact: a Guide from reason (Doing – Research and Evaluation: Planning). Dartington: reason Adapted