

Need assessment

Methods

Training needs are identified through different approaches:

- Each division appoints a focal person who works with the Skills Development Team to gather training needs at division and department levels.
- Staff surveys are conducted to capture insights on skill gaps, learning interests, and new development needs.
- Annual performance evaluations highlight areas where additional training can strengthen staff competencies.
- Discussions with division managers and department heads provide forward-looking insights on skills needed to meet future institutional priorities.

Procedure

- Each division prepares its annual training plan based on the priorities identified during the assessment.
- Divisions submit their training plans as part of the fiscal planning cycle for review.
- RISA consolidates all division plans into a single sector-wide capacity-building plan to guide training implementation for the year.

Timeline

- Divisions share their annual training plans during the fiscal planning period.
- RISA aligns all assessments and submissions with the ICT needs calendar to keep planning organized and timely.
- RISA sets deadlines to ensure smooth coordination and implementation.

Revision #1

Created 21 November 2025 08:11:48 by RISA

Updated 21 November 2025 08:14:56 by RISA