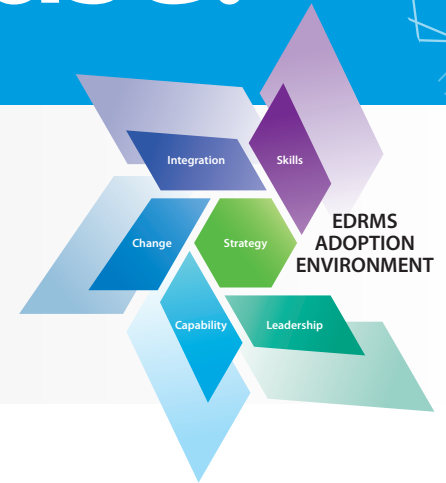


# How do I achieve a training strategy that really grows EDRMS use?

## TRAINING NEEDS ANALYSIS

Discovering how your people will learn



Poorly designed EDRMS training programs destroy achieving high levels of EDRMS adoption. They alienate Users and leave a legacy of EDRMS avoidance that is lengthy and expensive to recover from. It leaves the records team with a sense of failure and an unwillingness to engage with the business.

By examining 8 key leadership and cultural attributes that are organisation specific, we identify the strategy that is right for you to achieve the technology, skills and recordkeeping knowledge required for EDRMS growth. Our approach harnesses motivators and negates blockers to create a clear pathway to high levels of End User adoption. And we're equally successful during implementation or when you just need to boost your organisation's records capture.

# TRAINING NEEDS ANALYSIS

Discovering how your people will learn

## What is it?

A Training Needs Analysis (TNA) informs your EDRMS adoption project of the specific skills, knowledge and attitude gaps to be addressed during training. The TNA also identifies the training delivery mechanisms that will be most effective within an organisation.

## How do we go about it?

We identify or clarify the goal of the training and how that supports the organisational goal. Training history, preferences and outcomes are reviewed. Issues with transference of learning back into the workplace are analysed. Interviews with technical support, Learning & Development, the RIM team and users enable us to understand the capacity and capability of all stakeholders involved.

In total, 8 key TNA attributes are analysed, and the unique complexities of the organisation form the basis of the TNA strategy.

## How does it add value?

The TNA forms the basis for the final delivery content and program that is rolled out. Delivery is a major investment in time, money and energy. Getting it right the first time saves money and reputation.

Each strategy is designed to eliminate blockers to learning and using a new system, and provide the required motivation to create records. Without integrating unique project and organisation attributes into the approach and content of training, you risk delivering a program that can never achieve desired levels of adoption within anticipated budget.

## How do I choose the package?

If you are confident in your ability to sell the outputs of a training needs analysis to your senior executives and believe that a sampling of users is sufficient to determine their current EDRMS skills and attitudes and training preferences, then choose the \$10,000 package. If you want assistance to deliver the findings to senior management and the comfort of a comprehensive analysis of end-user issues, then the \$20,000 package is for you.

Training Needs package	\$10,000	\$20,000
Historical review	Y	Y
Comprehensive skill analysis of end users and records team	Y	Y
EDRMS end user health check	Y	Y
Detailed TNA strategy	Y	Y
Organisation wide survey		Y
Senior Management Team presentation		Y
<b>Total days</b>	<b>6</b>	<b>12</b>

*All prices GST inclusive. Travel and accommodation included. Conditions may apply.*

## Call us to discuss your needs



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