

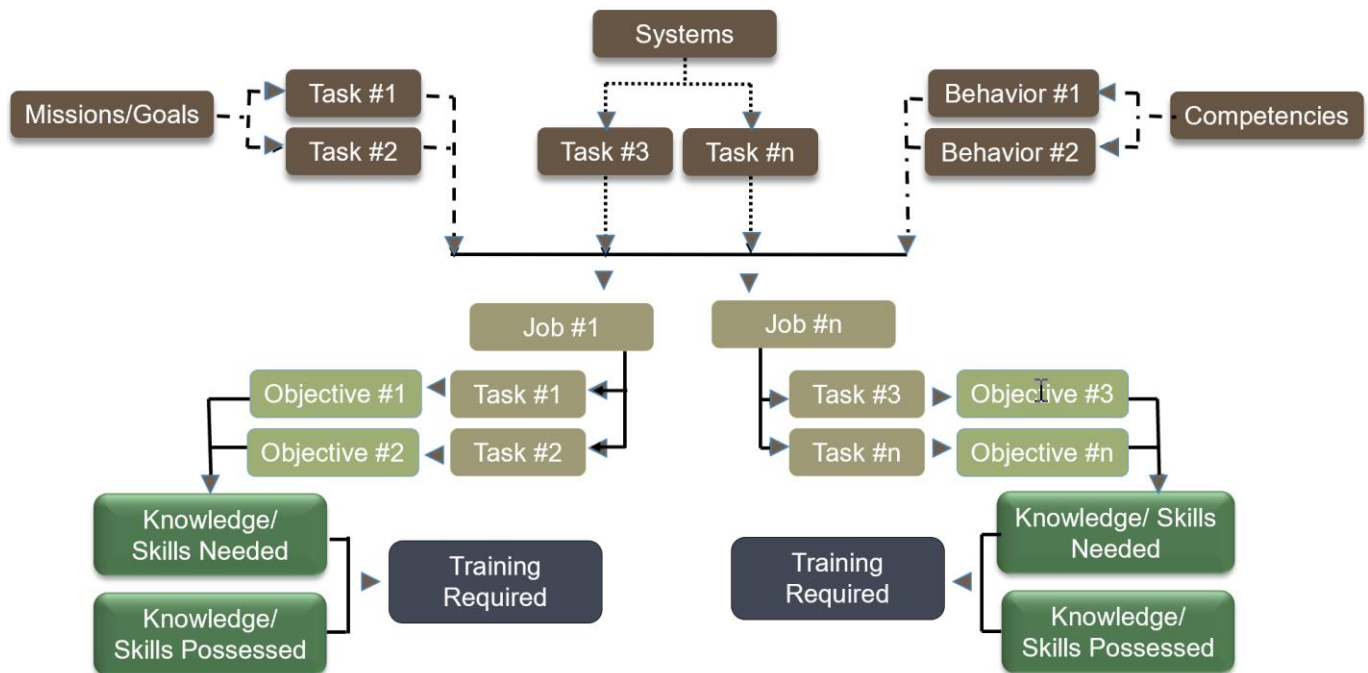


ADVISOR Series

How to Leverage ADVISOR Capabilities 3 of 9

Needs **Analysis** Design Fidelity Resources Management Performance Life Cycle

Training Analysis: To find out who needs to be trained, on what and why. Improves training decisions by identifying & prioritizing knowledge, skills & attitudes (KSA) needed by each job to meet organization missions/goals. In addition to establishing a digital thread that ties training needs to operational requirements, ADVISOR assesses the need & priority for training using the Difficulty, Importance & Frequency (DIF) model and KSA Gap analysis.





Step 1a.

Mission Analysis

Objective

Identify missions or goals, tasks needed to achieve them, & individuals responsible for each task. Process unfolds as follows:

- List missions
- Define attributes
- Decompose missions into segments, sub segments & functions, as needed
- Identify tasks needed to achieve each mission
- Identify who performs each task

Inputs

- ✓ Mission statements
- ✓ Concepts of operation
- ✓ Critical mission tasks
- ✓ Human performance requirements

Outputs

- ✓ Master Task List Report
- ✓ Mission Analysis Report

Step 1b.

System Analysis

Objective

Identify systems & sub systems, tasks needed to operate & maintain each & individuals responsible for each task. Process unfolds as follows:

- List systems
- Define attributes
- Decompose systems into sub systems, as needed.
- Identify tasks needed to operate & maintain each system & sub system
- Identify who performs each task

Inputs

- ✓ Systems & sub-systems list
- ✓ Concepts of operation
- ✓ Operation & maintenance tasks
- ✓ Original Equipment Manufacturer (OEM) manuals
- ✓ Human performance requirements

Outputs

- ✓ System Report
- ✓ System Analysis Report

Step 1c.

Competency Analysis

Objective

Identify competencies & competency areas, & indicators of competence - i.e., tasks needed to demonstrate individual possesses the desired level of competence. Process unfolds as follows.

- List competencies
- Define attributes
- Decompose competencies into competency areas, as needed
- Identify indicators of competence

Inputs

- ✓ Relevant competency framework
- ✓ Subject Matter Experts (SMEs)
- ✓ Human performance requirements

Outputs

- ✓ Competency Report

Step 1d.

Job Analysis

Objective

Identify & describe jobs for the purpose of establishing training requirements. This include identifying all tasks needed to accomplish relevant missions & duties, operate/maintain systems, or attain desired levels of competencies. Process unfolds as follows:

- List jobs
- Define attributes
- Identify relevant mission tasks
- Identify relevant system tasks
- Identify relevant competencies
- Identify job specific duties & tasks

Inputs

- ✓ Occupational structure
- ✓ Subject Matter Experts (SMEs)
- ✓ Human performance requirements

Outputs

- ✓ Occupational Specialty Specification Report
- ✓ Job/Role Specification Report
- ✓ Job Analysis Report

Step 2.

Task Analysis

Objective

Develop task inventories that describe how individuals will perform assigned missions & duties - including systems operation & maintenance. Process unfolds as follows:

- Refine tasks title. State in observable & measurable terms
- Identify collective & individual tasks
- Decompose tasks into sub tasks & steps
- Define standards, conditions & relevant attributes of each

Inputs

- ✓ Original Equipment Manufacturer (OEM) Manuals
- ✓ Subject Matter Experts (SMEs)
- ✓ Mission, System & Job Analysis Reports

Outputs

- ✓ Mission Task List Report
- ✓ System Task List Report
- ✓ Job Task List Report

Step 3.

Training Tasks Requirements Analysis

Objective

Identify tasks that require initial training, those that can be performed using alternate methods such as job aids, & those that require no training. Process unfolds as follows:

- Identify Difficulty, Importance & Frequency (DIF) attributes per task
- Run relevant DIF model
- Determine task selection results
- Identify task selection results (training category of each task) & generate list of tasks that require training.

Inputs

- ✓ Task List
- ✓ Subject Matter Experts (SMEs)

Outputs

- ✓ Master Training Task List Report
- ✓ Job Training Task List Report

Step 4.

Knowledge, Skills & Attitudes Analysis

Objective

Develop inventories of Knowledge Skills & Attitudes (KSA) needed to perform tasks, sub tasks & steps. Process unfolds as follows:

- Identify KSAs needed to perform each task, sub task & step
- Specify learning outcome, classification & learning level of each KSA

Inputs

- ✓ Original Equipment Manufacturer (OEM) Manuals
- ✓ SMEs
- ✓ Mission, System & Job Task List Reports

Outputs

- ✓ Job Task Analysis Report

Step 5.

Performance Objectives Analysis

Objective

Produce blueprint to meet organization training needs. Process unfolds as follows:

- Identify Performance Objectives (POs) & Enabling Objectives (EOs)
- Revise standards & conditions
- Define Learning Level & relevant attributes

Inputs

- ✓ Job Training Task List

Outputs

- ✓ Mission Performance Objective Report
- ✓ System Performance Objective Report
- ✓ Job Performance Objective Report

Step 6.

Learning Gaps Analysis

Objective

Identify learning gaps for each mission, system or job - difference between task requirements & background, credentials & experiences of individuals performing tasks. Process unfolds as follows:

- Compare current KSA levels to required levels
- Identify learning gaps
- Create learning objectives to close gaps
- Specify time for each learning objective

Inputs

- ✓ Job Task Analysis Report
- ✓ Subject Matter Experts (SMEs)

Outputs

- ✓ Mission Training Requirements Analysis Report
- ✓ System Training Requirements Analysis Report
- ✓ Job Training Requirements Analysis Report

Step 7.

Training Requirements Summary

Objective

Generate a summary of who needs to be trained on what & why - an audit trail that includes performance, enabling & learning objectives, as well as the reasoning behind the recommendation.

Inputs

- ✓ Mission, System & Job Task List Reports & Training Requirements Analysis Reports

Output

- ✓ Mission, System & Job Align Tasks with Training Reports



Contact us today to find out how we can assist you streamline training analysis & drive training efficiency.