

# 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 this 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%	<b>Understanding customer behavior</b> 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	
	<b>Making data-informed improvements</b> 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

# Report Training Needs Analysis

**OECD**



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