DIF Analysis

This tool can be used for prioritising which training needs to be complete first. All analysis is conducted based on how:

• DIFFICULT the current tasks are for employees, is it for the organisation to perform at the level required

• IMPORTANT is this skill in the performance of a role or for the improved performance of the organisation

• FREQUENTLY does the lack of training create *underperformance* with the individual or in the organisation.

This analysis can be used in conjunction with any risk assessment tool that has also identified the potential risks to the organisation should training not occur.

Rate each training need identified against the three criteria. Example Given Below

Training Need	Difficult	Important	Frequently	Overall Score
Integrated literacy	2	4	4	16
Teacher Training	1	4	3	12
Word	2	2	3	12
Excel				
PowerPoint				

Allocate a score for each training need against each of the headings. Use a scale of 1 – 4, where 1 is the "least" end of the scale and 4 is the "most" end of the scale.

When considering the area "*Difficult*" ask:-

• How difficult do staff find this, how difficult does the organisation find this to do?
• If the individual finds this difficult to do does that have a negative impact on others performance?
• Does a difficulty in this area lead to poor use of an individual's time?
• Does a difficulty in this area prevent the organisation from providing an excellent service to its clients?

When considering the area "*Important*" ask:-

• How important is this to staff, how important is this to the organisation?
• Is this important to one individual or many who do the same job?
• Is this important to the performance of the organisation?
• Does a lack of training in this create a negative impact on the individual?
• Does a lack of training in this area create a negative impact on clients?
• How important is it to the individual performance and / or the organisational performance?

When considering the area "*Frequent*" ask:-

• How often an individual does this task that would benefit from the training
• How often would the organisation use the benefit of this training

Fill in the chart and multiply:

Difficulty x Importance x Frequency

Once you have identified the lack of training is causing concern for a member of staff or is impacting on the overall organisational performance, training for this area is considered noted, however now you can see quickly what development / training needs to be prioritised and tackled first.