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*An **Ex**cellence based **Cur**riculum for the Improvement of LEAN & GREEN
Management **S**kills in SME*

Organisational & Training Needs Assessment

Approach & Concept

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Toys 4 Engineers

2 October 2025, Waterford



What is Organisational Self-Assessment and why to do it



Self-Assessment ...

- Reflects the current status and improvement potentials for both individual processes and the organisation as a whole with a focus on the experience of the staff
- Collects the individual knowledge and experiences of the people involved in a given organisation on their work situation and processes
- Accumulates the individual insights into an integrated view of the whole organisation or department

Create realistic expectations for the Self-Assessment process

- it is not a one-time effort, but a longtime and repeated process
- self-assessment cannot solve any problem on its own.
- Define clear rules for implementation and conduction

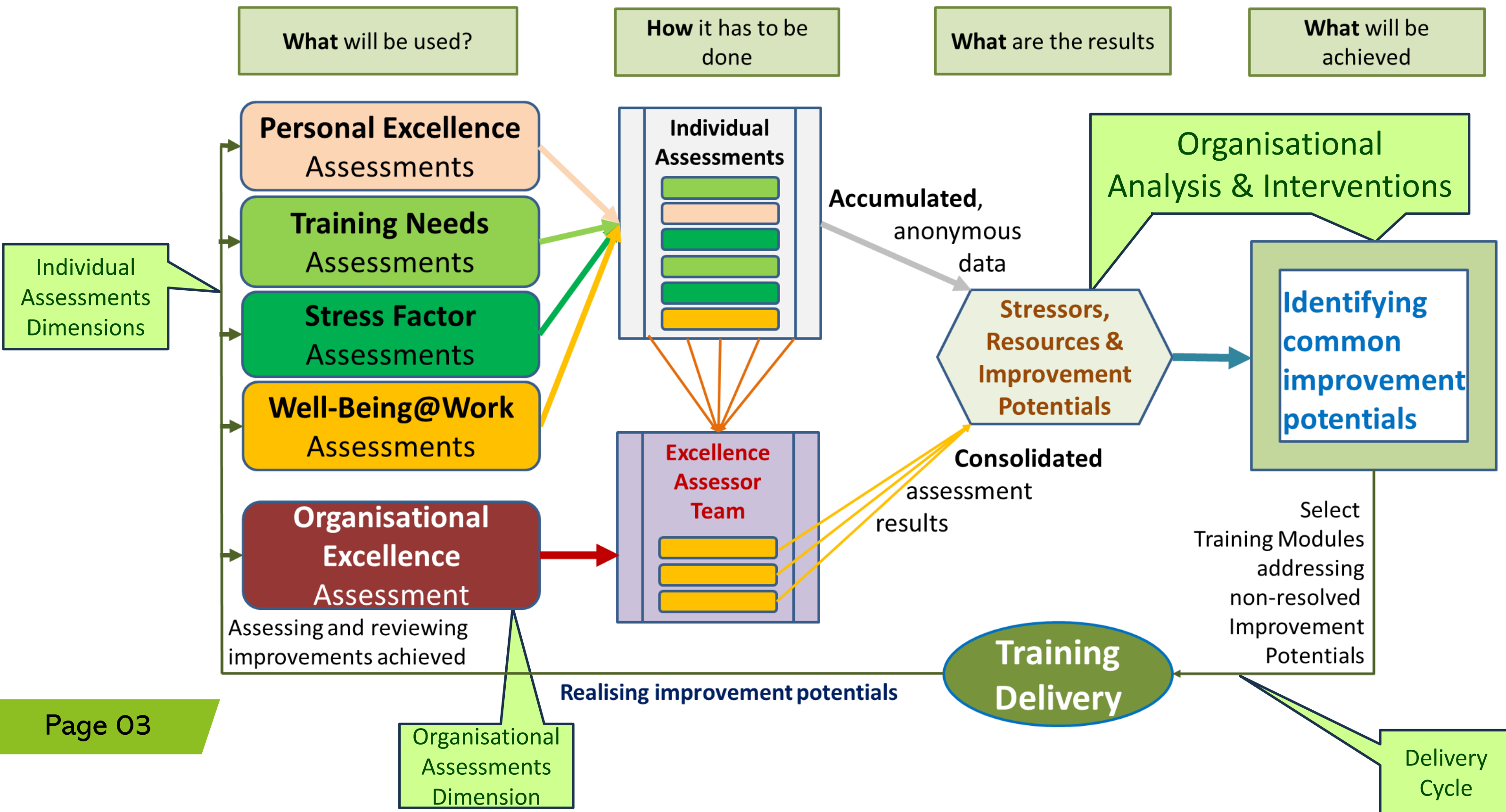
Follow-up on Self-Assessment

- Results should be visualised, interpreted and communicated.
- Implementation of identified improvement potentials need to be timely and actively pursued

Self-Assessment: Organisational Embedding



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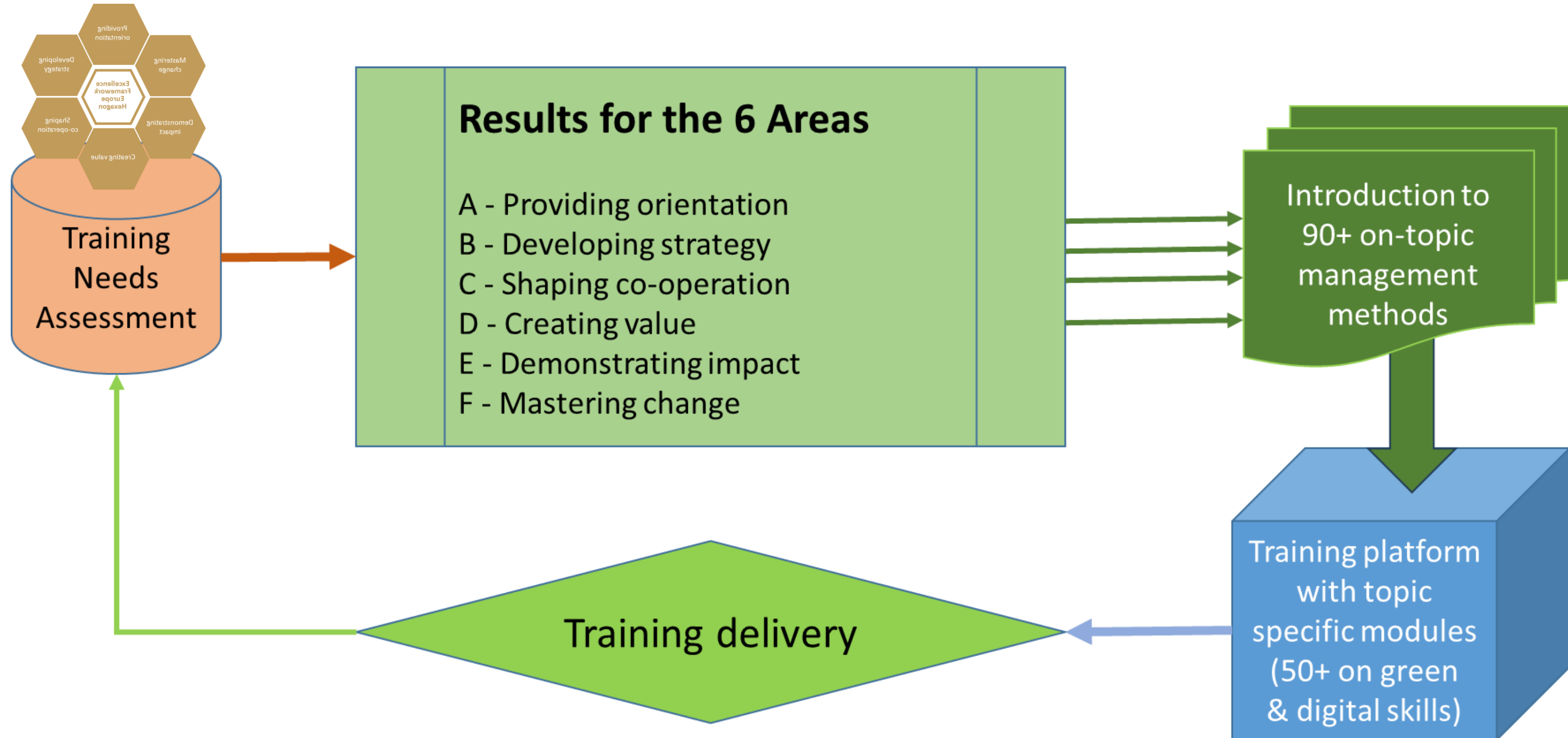


CONCEPT OVERVIEW

Structure of Training Needs Assessment



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Training Needs Assessment Application



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ExCurS
Excellence based
self-assessment tool

GOA-WorkBench® portal

https://goa-test.ibk-software.eu/Assessment/Fill/d6b3b31e-ff58-4cf9-b8f6-6f9e94fbbe53?itemGuid=f8c77909-30b4-4b8e-bc03-df575f566a9c

Hello, **Andreas** (EXCURS piloting - Assessment Team Leader) English Logout

Training Needs Assessment - Test #1

Answered questions (100%) 20 of 20

- Select Assessment
- Configure Assessment
- Run Assessment
- Consolidate
- Plan Improvements
- Create Reports
- View Status

1. Providing orientation

2. Developing a strategy

3. Shaping cooperation

4. Creating added value

5. Demonstrating impact

6. Mastering change

1.1. Does our organisation understand its impact on the ecosystem?

1.2. Does our organisation consider expectations of relevant stakeholders in its strategic plans?

1.3. Based on inputs from Key Stakeholders, how well do we understand and steer our culture to align with our purpose and recognise when there is a need for the culture to be adapted?

Context

Does the organisation understand how it interacts with all levels of its environment (society, stakeholders, policy makers, ecology, ...)?

Assessment of the current situation: 60

60% - We check/review if we do the right things in the right way.

Urgency for improvements: 25

25% - Low urgency

Areas for improvement (0)

Next

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1. Providing orientation

Question	Score	Suggestions for improvement	Urgency
1.1. Does our organisation understand its impact on the ecosystem?	60	•	25
1.2. Does our organisation consider expectations of relevant stakeholders in its strategic plans?	80	•	25
1.3. Based on inputs from Key Stakeholders, how well do we understand and steer our culture to align with our purpose and recognise when there is a need for the culture to be adapted?	40	•	25



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ExCurS
Excellence based
self-assessment tool

Training recommendation for: Providing orientation

Introduction trainings available in language Croatian, English, German, Romanian, Spanish:

- Brainstorming

Additional Introduction trainings available in English:

- Collective leadership
- Communication and relationships
- Manager as a Coach

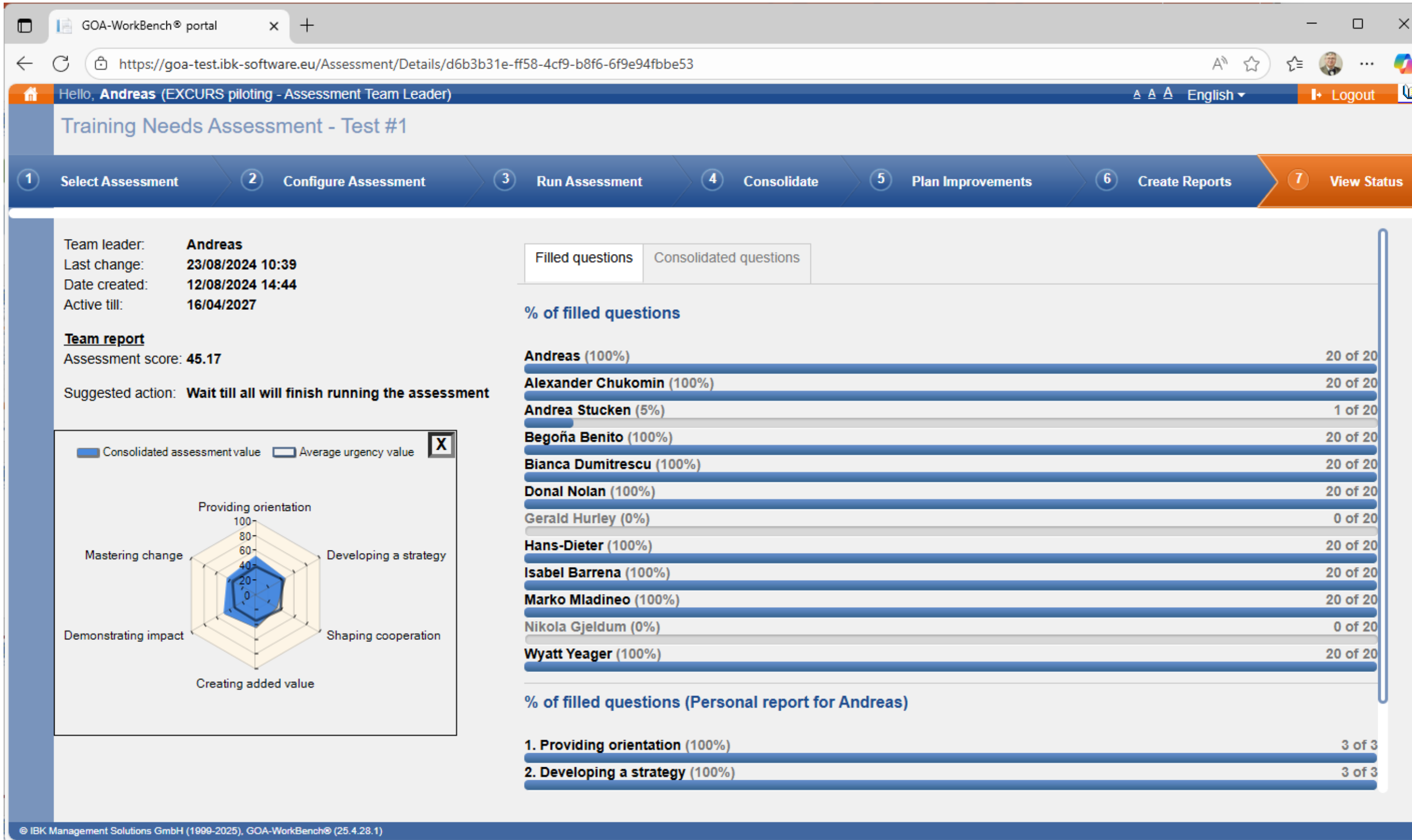
Management tools and techniques you might also consider:

- Diagnosing Alliance Challenge
- Leadership

TNA - Team Report Summary



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Available Detailed Team Reports



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GOA-WorkBench® portal

https://goa-test.ibk-software.eu/Reporting/Index/d6b3b31e-ff58-4cf9-b8f6-6f9e94fbb53

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Generate report - Training Needs Assessment - Test #1

- 1 Select Assessment
- 2 Configure Assessment
- 3 Run Assessment
- 4 Consolidate
- 5 Plan Improvements
- 6 **Create Reports**
- 7 View Status

My Report Consolidated Team Report

Report type	Consolidated Team Report
Self-assessment report	.docx
Areas for improvement - not (yet) consolidated	.xlsx
List of improvement suggestions to prioritise	.xlsx
List of improvement projects	.xlsx

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2. Developing a strategy

Question	Score	Suggestions for improvement	Urgency
2.1. Is there an agreed process map - including review of results and incorporation of new data, including consideration of sustainability issues?	40	• Better understanding of existing process maps	40
2.2. Is there an agreed set of KPI's and measurement reporting system ?	60	•	36
2.3. Do we align appraisal, recognition and reward systems with our values to steer it towards the organisation's desired culture, celebrating success along the way?	60	•	42



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Training recommendation for: Developing a strategy

Introduction trainings available in language Croatian, English, German, Romanian, Spanish:

- KPI Analysis
- Process identification and mapping
- Benchmarking

Additional Introduction trainings available in English:

- 360 feedback
- Balanced Scorecard
- GROW-Model
- Strategy/Value-Matrix
- Scenario Management
- SWOT Analysis
- Target Setting

Management tools and techniques you might also consider:

- Strategy Forecast/trends



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Thank you for your attention!

For further information and access to the assessment, contact:

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