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## Implementation of a simplified workplace analysis

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### 1. New requirements for available workplaces result in:

- + the technical progress
- + the economic growth and
- + the social change.

### 2. A training need can be expected in the following areas:

<i>Area</i>	<i>Changes / innovations</i>
Technical area	<ul style="list-style-type: none"> <li>▪ New products and services</li> <li>▪ Quality assurance and eco-audit</li> <li>▪ New machinery, processes and materials</li> <li>▪ Changes in labour organisation</li> </ul>
Commercial area	<ul style="list-style-type: none"> <li>▪ Enlarged customer base</li> <li>▪ Search for market niches</li> <li>▪ Customer care</li> <li>▪ Better marketing</li> <li>▪ Better presentation of the company image to the public</li> <li>▪ Introduction of new merchandising software</li> <li>▪ Use of new media</li> </ul>
Management	<ul style="list-style-type: none"> <li>▪ Development of a corporate culture</li> <li>▪ Company growth</li> <li>▪ Changes in enterprise targets and structures</li> <li>▪ Wider cooperation with new partners</li> <li>▪ Public relations</li> <li>▪ Staff management and motivation</li> </ul>
Personnel	<ul style="list-style-type: none"> <li>▪ Introduction of new employees</li> <li>▪ Personnel expansion</li> <li>▪ Personnel release</li> <li>▪ Personnel assessment</li> </ul>

### 3. Modern workplaces

- + are characterised by high financial and material investments which must be offset by corresponding requirements for the qualifications of the employees
- + change under the influence of the information society to multinational use of media
- + demand additional qualifications which could not and cannot be addressed by existing vocational training
- + are becoming increasingly more complex, connected with other workplaces and require more organisational knowledge



- + require more independence, self-initiative and increasingly cooperative learning and working

Suggestions and hints for the use of the checklists:

- + The occupier of the workplace should be included in the analysis of the workplace.
- + Further methods should also be considered to gain information on the workplace to be analysed, such as: group discussions, appraisal interviews, interviews with external experts.
- + In addition to the workplace analysis, analyses of activities are frequently made to support the decision making process.

Checklists:

- Checklist on *workplace analysis – training needs*
- Checklist on *analysis of work*
- Checklist on *comparisons and conclusions*