

# LEARNING & DEVELOPMENT NEEDS GAP ANALYSIS

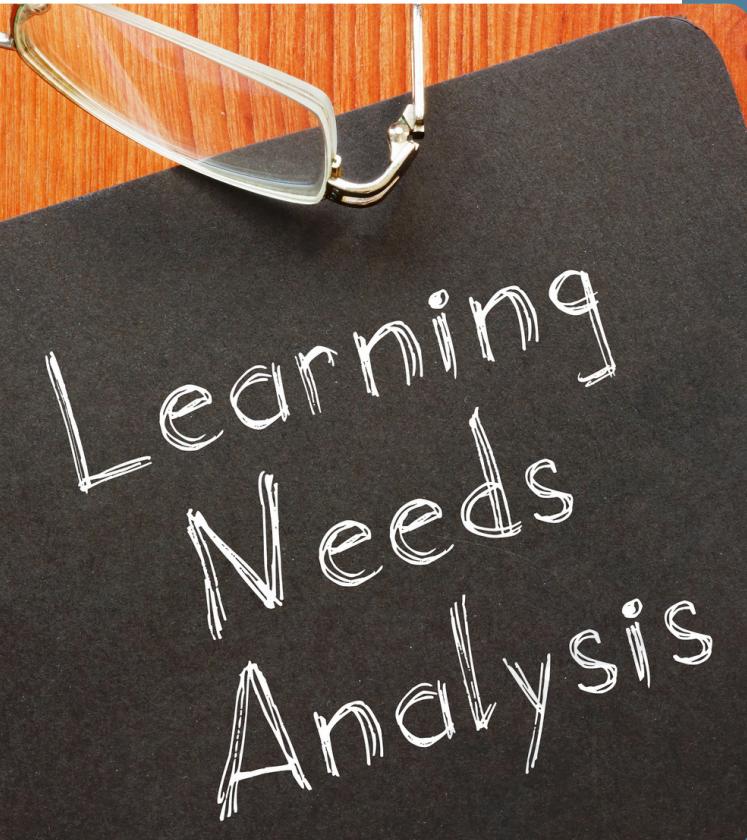
**Presented to**  
Executive Leadership Team

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# EXECUTIVE SUMMARY



This Needs Gap Analysis was conducted to assess the alignment between the current capabilities and desired performance outcomes of [Company Name], which operates across both construction and business operations domains. The objective was to identify and prioritize gaps and propose actionable solutions that support strategic growth, operational efficiency, and workforce development.

# METHODOLOGY

## SCOPE:

This Needs Gap Analysis was conducted to assess the alignment between the current capabilities and desired for a construction company (field operations, project management) and their corporate parent company (HR, Finance, Legal, Business Development, IT, and Marketing).

## APPROACH:

- Stakeholder interviews
- Employee surveys
- System audits
- Review of performance, compliance, and training records

## APPROACH:

Week 1-2: Define scope, engage stakeholders

Week 3-4: Data collection (interviews, surveys, records review)

Week 5: Analyze current and desired states

Week 6: Identify gaps and develop recommendations

Week 7: Validate findings with stakeholders

Week 8: Finalize report and visuals

# CURRENT VS. DESIRED STATE SUMMARY

CATAGORY	CURRENT STATE SCORE	DESIRED STATE SCORE	GAP	PRIORITY
Strategic Alignment	3	5	2	HIGH
Workforce Capability	2	5	3	HIGH
Tools & Technology	2	5	3	HIGH
Process Optimization	3	5	2	MEDIUM
Compliance & Regulation	3	5	2	MEDIUM
Learning & Development	2	5	3	HIGH
Communication & Culture	2	5	3	HIGH
Marketing Strategy & Execution	3	5	2	HIGH

# KEY FINDINGS

## STRATEGIC ALIGNMENT

- Misalignment between field and corporate strategic objectives
- Lack of shared KPIs and OKRs

## WORKFORCE CAPABILITY

- Limited leadership development, especially in field roles
- Insufficient cross-training between departments

## TOOLS & TECHNOLOGY

- Fragmented systems and lack of integration
- Varying digital literacy across teams
- Marketing platforms lack automation and analytics capabilities

## PROCESS OPTIMIZATION

- Inconsistent project handoff protocols
- Manual processes still used in field operations

## COMPLIANCE & REGULATION

- Inconsistent OSHA training delivery and recordkeeping
- Business and marketing teams unclear on industry-specific regulatory changes

# KEY FINDINGS

## LEARNING & DEVELOPMENT

- Onboarding is fragmented and role-specific training is underdeveloped
- Technical training emphasized over soft skills and marketing acumen

## COMMUNICATION & CULTURE

- Disconnection between field teams, marketing, and corporate leadership
- Lack of unified internal communication platform

## MARKETING STRATEGY & EXECUTION

- Inconsistent brand messaging across platforms
- Marketing efforts lack data-driven insights and targeted outreach
- Underutilization of digital channels and marketing automation

CATAGORY	RECOMMENDATION	TIMELINE	OWNER
Strategic Alignment	Implement shared OKRs and quarterly planning reviews	Q1	EXECUTIVE TEAM
Workforce Capability	Launch leadership development and cross-training programs	Q1-Q2	HR/L&D
Tools & Technology	Conduct systems integration audit and ERP enhancements	Q1	IT DEPT.
Process Optimization	Standardize project lifecycle workflows	Q2-Q4	OPS TEAM
Compliance & Regulation	Digitize compliance tracking and mobile safety tools	Q1-Q2	SAFETY COMPLIANCE
Learning & Development	Build LMS learning paths and revamp onboarding	Rolling Q1-Q4	L&D TEAM
Communication & Culture	Launch internal comms app with regular updates	Q1-Q4	CORPORATE COMMS
Marketing Strategy & Execution	Implement unified brand guidelines and launch a digital marketing transformation initiative	Q1-Q2	MARKETING DEPT

# NEXT STEPS

- 1. SOCIALIZE REPORT WITH DEPARTMENT HEADS, INCLUDING MARKETING**
- 2. FINALIZE PRIORITIZATION BASED ON BUDGET AND RESOURCE AVAILABILITY**
- 3. LAUNCH CROSS-FUNCTIONAL TASK FORCE TO OVERSEE IMPLEMENTATION**
- 4. SET QUARTERLY CHECKPOINTS TO TRACK PROGRESS ON GAP CLOSURE**