

The Training Needs Analysis is an essential component of your doctoral development planning – and a compulsory milestone for all candidates. The purpose is simple: to help you consider your training and development needs, discover how to fulfil them and take purposeful actions to ensure you flexibly as you progress through your candidature. Being proactive in this way will keep you on top and in control as your research and career path evolve.

Section one: Identify your needs

This section asks you to reflect on your current skill level in each of the University’s Doctoral Development Framework categories and give yourself a rating from one to five. The categories are worded broadly, so you will need to think carefully about the specific knowledge and skills that will be relevant to you within each category, and rate yourself based on those. Next, you will identify how urgent and important this category is for you, given your stage of candidature, milestones, research goals and other factors. Categories with a low current skill level and a high priority level are your priority development categories – these are where you should focus your development efforts initially.

Make sure you reassess your skill and priority levels regularly so that you can address any changing training needs that may come up during your candidature.

Section two: Plan and track your development

This section helps you form a training and development plan. First, list your priority development categories for the year. Next, check the Doctoral Development Framework for development ideas. Select those that sound appealing and appropriate, and add them to your planning sheet with actionable deadlines. You can add these deadlines to any project planning document, app or software you are using to help you manage your time.

Go back to your development plan regularly to update your progress and assess your direction. Are you on the right track? What worked? What has changed? What are your next steps? Write down your reflections and adjust your plans for the upcoming year accordingly.



Section one: Identify your needs

Rate your current skill level and the priority level for each development category. Note categories with low skill levels but high priority levels – these are your focus areas.

Development area	Development categories	Year 1		Year 2		Year 3	
		Skill level: 1-5 <i>(5 = highly skilled)</i>	Priority level: 1-3 <i>(3 = high priority)</i>	Skill level: 1-5 <i>(5 = highly skilled)</i>	Priority level: 1-3 <i>(3 = high priority)</i>	Skill level: 1-5 <i>(5 = highly skilled)</i>	Priority level: 1-3 <i>(3 = high priority)</i>
Candidature essentials	Navigating candidature						
	Working with supervisors						
	Doctoral work						
	English language and academic writing						
Research environment	Tikanga Māori						
	Ethics and integrity						
	Wellbeing, health and safety						
	Funding and grants						
Research knowledge and skills	Finding and managing info						
	Building digital capabilities						
	Critical and creative thinking						
	Research methods and methodologies						
Communication, influence and impact	Publishing						
	Presenting and public speaking						
	Research impact						
	Innovation and commercialisation						
Collaboration and leadership	Interpersonal communication						
	Leadership						
	Teamwork						
	Networking						
Career development	Career opportunities						
	Career planning						
	Work-related learning and placements						
	Teaching and learning						

Section two: Plan your development

List your priority development categories. Find development ideas using the Doctoral Development Framework. Add goals and deadlines. Add these to any planning tools you're using. Update this page at the end of each year to help you plan for the next.

Plan: Year

Priority development category	Development goal(s): <i>Course, workshops and events</i>	Deadline	Met?	Development goal(s): <i>Actions and experiences</i>	Deadline	Met?

Reflect: Year