

Training Needs Analysis Report

Shepherd International Logistics

Report Date: 9th April 2025 (Version 2)

Executive Summary

This document presents comprehensive training roadmaps for 12 key employees at Shepherd International Logistics, focusing on managerial staff and potential leaders. These personalized development plans are based on detailed interviews, personality assessments, and management feedback, aligned with the company's goal of becoming a multinational corporation with high revenue generation.

Key Findings

Personality Distribution
Predominantly ESTJ personality types (58% of team)

Team Diversity
Significant generational diversity across departments

Skill Gaps
Common gaps in leadership, communication and technical skills

Work-Life Balance
Work-life balance concerns across multiple departments

Personality Type Distribution

ESTJ: 7 employees (58.3%)

ISTJ: 2 employees (16.7%)

ESTP: 1 employee (8.3%)

INFP: 1 employee (8.3%)

ENTP: 1 employee (8.3%)

Recommended Focus Areas

Leadership Development

- Management training for team leaders
- Delegation skills workshops
- Decision-making in complex situations
- Emotional intelligence in leadership

Business Communication

- Business English enhancement
- Effective presentation skills
- Client negotiation techniques
- Cross-cultural communication

Technical Upskilling

- Department-specific technical training
- Digital tools certification
- Data analysis and reporting
- Industry-specific software mastery

Strategic Thinking

- Business strategy fundamentals
- Market analysis techniques
- Problem-solving methodologies
- Innovation and creative thinking

Employee Profiles & Development Plans

Hemanth
ESTJ Operations Department

Personality Profile
Practical, matter-of-fact, and systematic. Takes responsibility and values traditions and loyalty. Strong focus on logical organization and execution of tasks.
Strengths

- Excellent organizational skills
- Detail-oriented approach to work
- Strong commitment to responsibilities
- Reliable and dependable team member

Development Areas

- Advanced leadership skills
- Business communication in English
- Strategic thinking and planning
- Emotional intelligence in team management

Training Recommendations

- Q2 2025: Leadership Fundamentals
8-week online course with weekly assignments
- Q3 2025: Business English Communication
Intensive 4-week workshop with language coach
- Q4 2025: Strategic Management Certification
12-week hybrid program with industry experts

Riji
ESTJ Operations Department

Personality Profile
Organized, logical, and assertive. Values structure and efficiency. Takes a systematic approach to problem-solving and decision-making.
Strengths

- Strong administrative capabilities
- Practical problem-solving skills
- Dedication to completing tasks
- Adherence to procedures and standards

Development Areas

- Adaptability to changing circumstances
- Commitment to quality and standards
- English proficiency for international clients
- Team collaboration techniques
- Advanced technical skills specific to operations

Training Recommendations

- Q2 2025: Business English for Logistics
10-week specialized language course
- Q3 2025: Agile Project Management
6-week certification program
- Q4 2025: Technical Operations Software Training
4-day intensive workshop with certification

Azharudheen
ESTJ Operations Department

Personality Profile
Practical, direct, and structured. Strong sense of responsibility and traditional values. Excels in environments with clear rules and expectations.
Strengths

- Strong work ethic and reliability
- Structured approach to task management
- Clear and direct communication
- Practical problem-solving abilities

Development Areas

- Flexibility in approach to unexpected situations
- Diplomatic communication techniques
- Cross-cultural business awareness
- Advanced digital tools proficiency

Training Recommendations

- Q2 2025: Adaptive Leadership Program
6-week course focusing on flexibility
- Q3 2025: Cross-Cultural Business Communication
8-week online course with practice sessions
- Q1 2026: Digital Transformation in Logistics
12-week certification with hands-on projects

Tinush
ESTJ Operations Department

Personality Profile
Methodical, organized, and detail-oriented. Prefers established procedures and clear expectations. Takes responsibility seriously and values loyalty and tradition.
Strengths

- Exceptional organization and planning
- Commitment to quality and standards
- Responsible approach to deadlines
- Methodical problem-solving abilities

Development Areas

- Innovative thinking and creativity
- Handling ambiguity in complex situations
- Advanced English business writing
- Strategic planning capabilities

Training Recommendations

- Q2 2025: Creative Problem Solving
8-week workshop with practical applications
- Q3 2025: Advanced Business English Writing
12-week course with professional writer
- Q1 2026: Strategic Planning for Logistics Leaders
16-week certification program

Juvel
INFP Operations Department

Personality Profile
Idealistic, loyal to values, and looking to understand people. Adapts easily to situations but prefers to work independently. Strong internal value system guides decision-making.
Strengths

- Creative problem-solving approaches
- Strong empathy and people skills
- Adaptability to changing environments
- Deep commitment to personal values

Development Areas

- Structured organizational approaches
- Assertiveness in team settings
- Technical logistics knowledge
- Data-driven decision making

Training Recommendations

- Q2 2025: Organizational Efficiency Systems
6-week structured training program
- Q3 2025: Assertive Communication
4-week workshop with role-playing exercises
- Q4 2025: Logistics Technical Certification
16-week comprehensive industry program

Sijo
ESTJ Operations Department

Personality Profile
Practical, direct, and results-oriented. Values tradition, organization, and clear structures. Takes a systematic and logical approach to tasks and responsibilities.
Strengths

- Excellent organizational abilities
- Strong focus on efficiency
- Clear and direct communication style
- Reliable task completion

Development Areas

- Adaptability to unexpected changes
- Advanced English proficiency
- Emotional intelligence in team dynamics
- Strategic long-term planning

Training Recommendations

- Q2 2025: Advanced Business English
12-week language proficiency program
- Q3 2025: Emotional Intelligence in Leadership
8-week intensive workshop
- Q1 2026: Strategic Planning Certification
16-week comprehensive program with case studies

Fahad
ESTJ Operations Department

Personality Profile
Practical, detail-oriented, and organized. Values clear structures and efficiency. Takes a logical and methodical approach to problem-solving.
Strengths

- Strong administrative capabilities
- Efficient task management
- Dedication to quality standards
- Structured workflow development

Development Areas

- Flexibility in uncertain situations
- Team leadership skills
- Advanced technical knowledge
- Business communication in English

Training Recommendations

- Q2 2025: Adaptive Leadership
8-week program focusing on flexibility
- Q3 2025: Business English for Logistics
12-week language program with industry focus
- Q1 2026: Advanced Technical Certification
16-week specialized technical training

Anil
ESTP Operations Department

Personality Profile
Action-oriented, adaptable, and pragmatic. Thrives in dynamic environments. Quick problem-solver who prefers immediate results and practical solutions.
Strengths

- Excellent crisis management skills
- Adaptable to changing circumstances
- Practical problem-solving
- Active engagement with challenges

Development Areas

- Long-term strategic planning
- Process documentation and standardization
- Business communication refinement
- Team leadership methodology

Training Recommendations

- Q2 2025: Strategic Planning Fundamentals
8-week program with long-term project
- Q3 2025: Process Management & Documentation
6-week standardization workshop
- Q1 2026: Leadership Excellence Program
12-week comprehensive leadership development

Basil
ISTJ Operations Department

Personality Profile
Quiet, serious, and achievement-oriented through thoroughness and dependability. Practical, matter-of-fact approach with strong attention to detail.
Strengths

- Exceptional attention to detail
- Reliable follow-through on commitments
- Methodical approach to tasks
- Strong organizational skills

Development Areas

- Adaptability to rapid changes
- Proactive communication style
- Public speaking confidence
- Creative problem-solving approaches

Training Recommendations

- Q2 2025: Adaptive Management Techniques
6-week program on flexibility and change
- Q3 2025: Professional Presentation Skills
4-week intensive public speaking workshop
- Q4 2025: Creative Problem-Solving
8-week program with innovative methodologies

Arun Chand
ENTP Operations Department

Personality Profile
Quick, ingenious, and stimulating. Alert and outspoken. Resourceful in solving challenges. Enjoys conceptual thinking and may neglect routine assignments.
Strengths

- Creative and innovative thinking
- Strong conceptual analysis skills
- Effective in brainstorming solutions
- Adaptable to intellectual challenges

Development Areas

- Implementation follow-through
- Attention to routine details
- Structured project management
- Patience with established processes

Training Recommendations

- Q2 2025: Project Management Professional
12-week certification program
- Q3 2025: Detail-Oriented Process Management
6-week program on operational excellence
- Q1 2026: Leadership Effectiveness
10-week program with implementation focus

Jobins
ESTJ Operations Department

Personality Profile
Practical, realistic, and matter-of-fact. Decisive and quick to implement decisions. Focused on getting results in the most efficient way possible.
Strengths

- Strong organizational skills
- Efficient implementation abilities
- Clear and direct communication
- Results-oriented approach

Development Areas

- Flexibility with alternative approaches
- Advanced English proficiency
- Emotional intelligence in leadership
- Strategic long-term planning

Training Recommendations

- Q2 2025: Advanced Business English
12-week language proficiency program
- Q3 2025: Emotional Intelligence for Leaders
8-week workshop with coaching sessions
- Q1 2026: Strategic Planning Certification
16-week comprehensive program

Abhishek
ISTJ Operations Department

Personality Profile
Quiet, serious, and thorough. Practical, responsible, and dependable. Values order, structure, and adherence to established procedures.
Strengths

- Meticulous attention to detail
- Highly reliable and dependable
- Excellent follow-through capabilities
- Systematic problem-solving approach

Development Areas

- Adaptability to unexpected changes
- Communication assertiveness
- Public speaking confidence
- Innovation and creative thinking

Training Recommendations

- Q2 2025: Adaptive Management Workshop
6-week program on managing change
- Q3 2025: Assertive Communication Skills
8-week intensive with practical exercises
- Q4 2025: Innovation & Design Thinking
10-week program with creative project

Implementation Roadmap

Training Implementation Timeline

1

Q2 2025: Initial Assessment & Foundation Skills
This phase focuses on establishing baseline skills and addressing fundamental gaps.

- Business English Foundations:** Weekly language improvement sessions
- Leadership Fundamentals:** Core management training modules
- Technical Baseline Certification:** Department-specific skills
- Communication Skills Workshop:** Presentation and interpersonal skills

2

Q3 2025: Advanced Skill Development
Building on foundational skills with more specialized and advanced training.

- Advanced Business Communication:** Industry-specific language skills
- Emotional Intelligence for Leaders:** Team dynamics and management
- Project Management Certification:** Structured methods and tools
- Cross-Cultural Business Skills:** International market preparation

3

Q1 2026: Strategic Leadership Development
Final phase focusing on preparing employees for expanded global roles.

- Strategic Planning Certification:** Long-term business planning
- Advanced Technical Specialization:** Cutting-edge industry skills
- Leadership Excellence Program:** Executive-level management training
- Global Business Operations:** International logistics management

Conclusion & Recommendations

The Training Needs Analysis for Shepherd International Logistics reveals a team with strong foundational skills but requiring targeted development to achieve the company's multinational expansion goals. With a predominance of ESTJ personality types (58% of staff), there is excellent potential for systematic implementation and structured growth.

Key recommendations include:

- Prioritize English language proficiency training for all employees to facilitate international business operations
- Develop a structured leadership pipeline with clear progression paths for high-potential employees
- Invest in technical certifications relevant to each department's specialization
- Create cross-training opportunities to build organizational resilience
- Implement work-life balance initiatives to address concerns across departments

By implementing this comprehensive training plan, Shepherd International Logistics will be well-positioned to strengthen its operational capabilities, enhance leadership capacity, and achieve its strategic goals for international expansion and revenue growth.

Next Steps

- Secure executive approval for training budget allocation
- Schedule individual employee development meetings to review personalized plans
- Contract with training providers for Q2 2025 implementation
- Establish key performance indicators for measuring training effectiveness
- Plan quarterly review sessions to monitor progress and adjust as needed

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