TRAINING NEEDS ANALYSIS

1. What are the drivers, trends, and triggers that will impact our employees? How will they be impacted? What does this mean for the skills and behaviors required?

2. What performance issues have been identified that are driving requests for education? Are these training issues or other? (Motivation? Resources? etc.?)

3. Are there behaviors that need to be improved? If yes, please list them.

4. Are there new skills to be learned? Please list.

5. What new product or technical skills are needed?

6. What will be the positive outcome of the education? (I.e., What will participants do/know better when they return to work after the education?)

7. What will be the proven outcomes in six months? One year?

8. What will be the negative impact on employees of not providing this education in the next three months? Six months?

9. What will be the negative impact on the business of not providing this education in the next three months? Six months?

10. What are your employees doing that they should not be doing? (I.e., What do you want employees to STOP doing?)

11. What specific things would you like to see your people do, but that they are not doing currently? (I.e., What do you want the employees to START doing?)

12. What are the key business needs that will affect your employees in the next three months? Six months? Long-term?

13. What are the key business needs that will affect your managers in the next three months? Six months? Long-term?

14. Who is the target audience? How will target audience(s) be identified?

15. Where is/are the target audience(s) located?

16. Who will prioritize the target audience(s)?

17. What budget is needed? Are budget and/or other resources available?

18. Are tools available and if so, are they accurate? Are they being used?