

Conducting a Needs Assessment

Effective training begins with assessing training needs. To deliver training that is timely and relevant it is important to know what is expected of the training and the trainer. Needs assessment gathers information for designing and creating training that addresses a group's needs and wants. A needs assessment is a systematic approach to identify aspects of individual knowledge, skill, interest, attitude, and/or abilities relevant to a goal or objective.

By assessing learner needs you can determine a focus and direction for investments made in training and enhance the impact of your program and improve training delivery.

Note: When a problem exists in an organization sometimes a first impulse is to solve it with training. Training is not always the solution because lack of skill is not always the root cause.

Training Topic:

Target Audience:

Effective information to gather for a Needs Assessment:

Current State	Findings
What are the objectives of the training?	
What are the underlying issues?	
Can we survey employees to gather information?	
What are the politics / context to be aware of?	
How do we pinpoint the problem?	
Why are we doing this?	
What policies and procedures are in place?	

Current State	Findings
Is there senior leadership endorsement?	
Who else needs to be consulted?	
What do they expect us to deliver for the training?	
What other training or activities have been done previously?	