



Needs Analysis

**Asking the Right Questions to
Ensure On-Target Training Solutions**

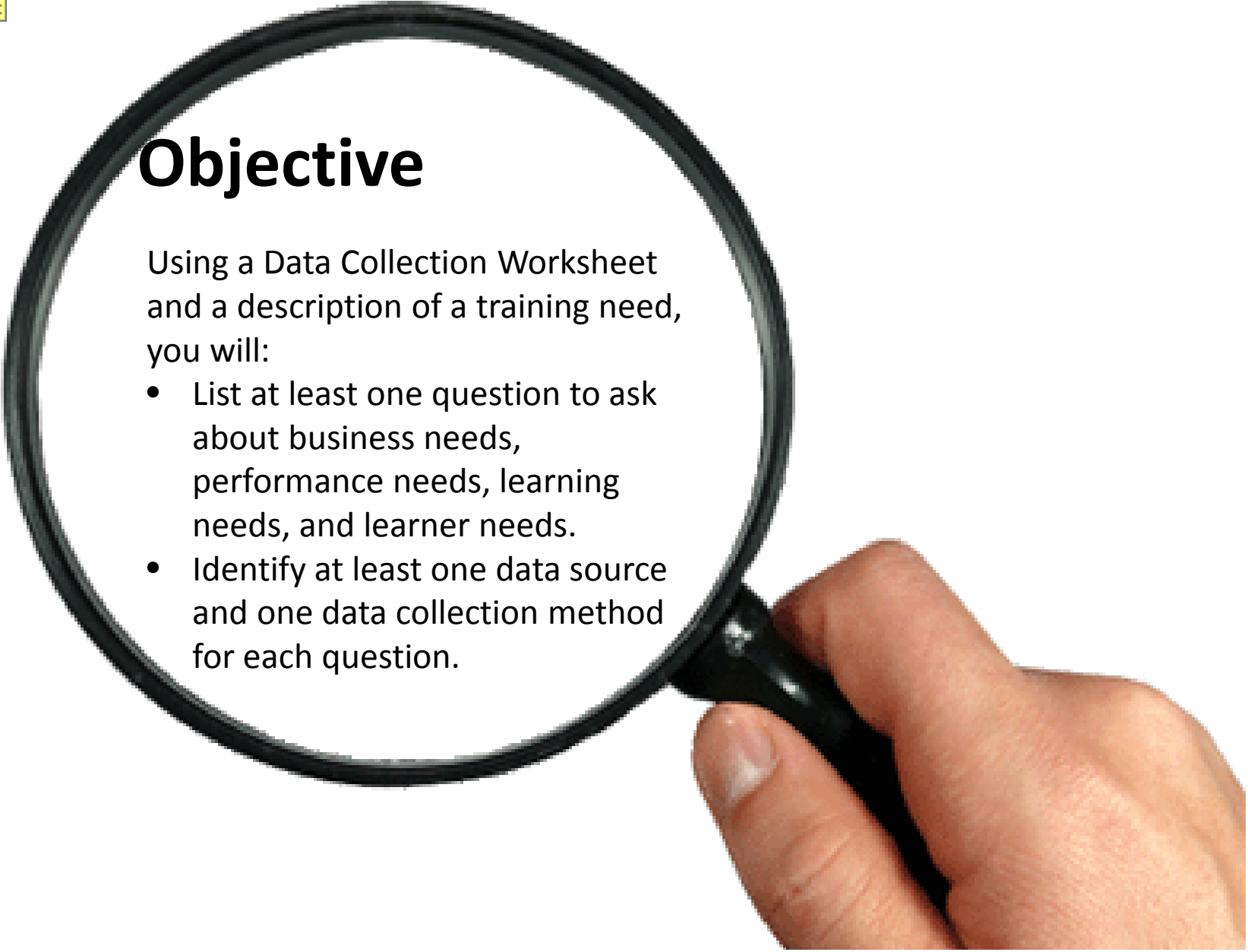
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Objective

Using a Data Collection Worksheet and a description of a training need, you will:

- List at least one question to ask about business needs, performance needs, learning needs, and learner needs.
 - Identify at least one data source and one data collection method for each question.
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Agenda

What is Needs Analysis?

Purpose of Needs Analysis

Steps for Conducting Needs Analysis

Data Collection Process





What is Needs Analysis?

Process of identifying how training can help your organization reach its goals



Purpose of Needs Analysis

Places training need / request in the context of organization's needs

Training only adds value when it serves a business need





Steps for Conducting Needs Analysis



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graph TD; A[1. Collect data] --> B[2. Analyze data]; B --> C[3. Make recommendations];
```

1. Collect data

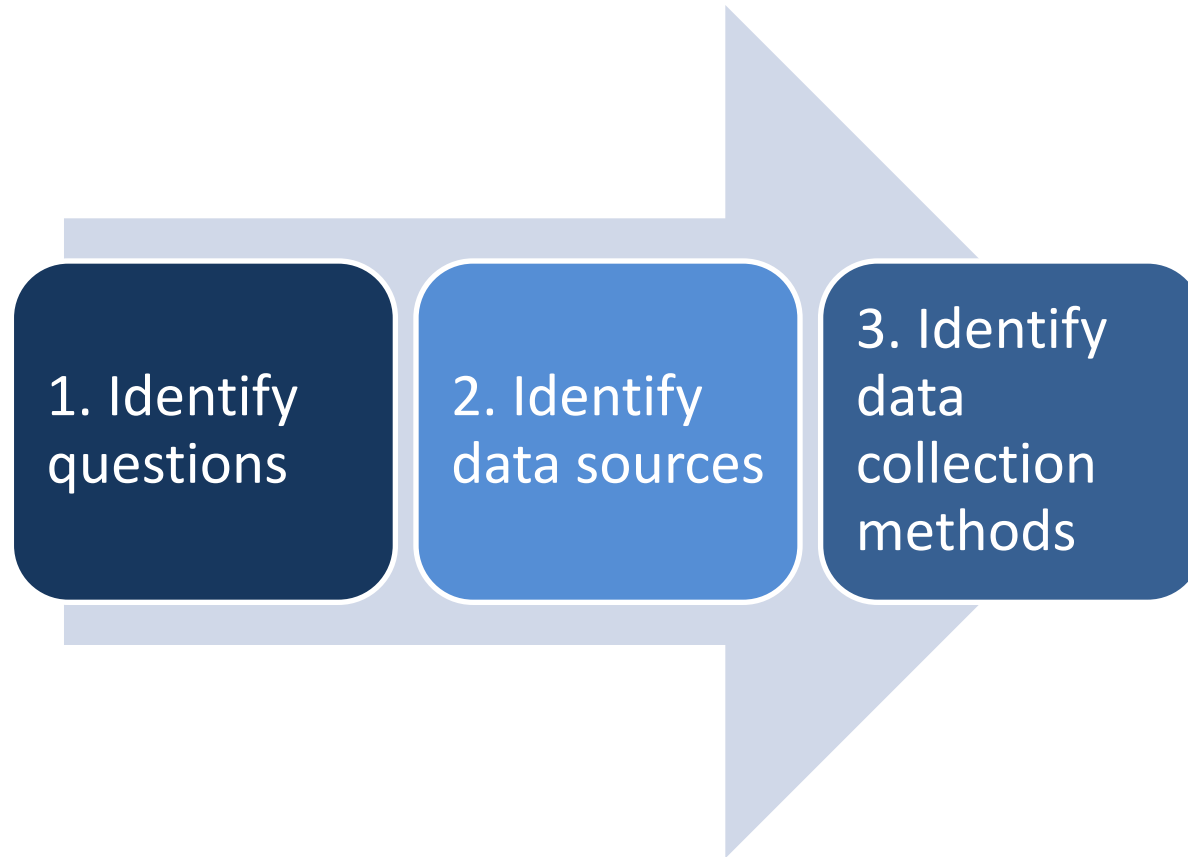
2. Analyze data

3. Make
recommendations





Data Collection Process





1. Identify Questions

What do you want to know about:

- Business needs?
- Performance needs?
- Learning needs?
- Learner needs?





Business Needs



Problems

Opportunity

Strategy





Performance Needs



What learners will ultimately have to do back on the job





Learning Needs



What learners must learn in the classroom in order to perform as required on the job





Learner Needs

How to make the learning environment conducive to learning for a specific group of learners





2. Identify Data Sources



3. Identify Data Collection Methods

Quantitative

Qualitative





Skill Check

1. List at least one question under each section of the worksheet.
2. For each question, list the data source(s) and data collection method(s) you will use.
3. Exchange worksheets with a colleague to obtain feedback.

