

Needs Analysis Worksheet

Use this worksheet to analyze the training needs for an audience.

Instructions

Use this worksheet to identify your learning goals for the course. You can use the action plan on the second page to develop a plan to achieve your goals.

Training Program:

Learning Objective:

Three Tests:

Apply these tests to determine exactly what your audience needs.

| Test | Description | Outcome |
|------|--|---------|
| 1 | Readiness What are the benefits to the learner? | |
| 2 | Experience What knowledge, skills, and abilities do your learners already have? How can you build on that? | |
| 3 | Application How will your learners apply what they learned? | |

Take-Away 1

Skill-Building Plan

| Complete? | Date Due | Action |
|-----------|----------|--------|
| | | |
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| | | |

Take-Away 2

Skill-Building Plan

| Complete? | Date Due | Action |
|-----------|----------|--------|
| | | |
| | | |
| | | |

Take-Away 3

Skill-Building Plan

| Complete? | Date Due | Action |
|-----------|----------|--------|
| | | |
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