

TRAINING NEEDS ANALYSIS WORKSHEET INSTRUCTIONS

Who uses this worksheet:

Users of this worksheet include:

- Internal and external training consultants
- Training and Learning Managers
- Training Co-ordinators
- Trainers
- Instructional Designers

Users may be working in:

- public education institution undertaking vocational training
- private organization training employees in specific skills
- consulting organization supplying consulting services to third parties

When to use this worksheet:

Use this worksheet when:

- undertaking a Training Needs Analysis as a precursor to design of a training program
- there is a need to interview managers, program sponsors and employees as a means of analyzing training needs

How to use this worksheet:

1. Decide who you will interview as part of your analysis
2. Tailor the questions on the worksheet for your specific organization and your specific project
3. Print out a copy of this worksheet prior to conducting an interview (set paper size to your own media, e.g. Letter or A4)
4. Review the questions and guidance notes to ensure that you understand their meaning and are comfortable with them
5. During the interview, write the answers to the questions on the worksheet
6. Following the interview, formally write up the responses to the questions
7. Use the answers to the questions in conjunction with your other data collection results to write up your analysis results
8. Store the completed worksheets in a safe and confidential place in case you need to go back to them as the training project progresses

1. TRAINING NEEDS ANALYSIS CONTEXT WORKSHEET

Project:	[What is the name of this training project? Enter prior to interview.]
Project Sponsor:	[Who is the training project sponsor? This is the senior person in the organization responsible for project success and may be funding the project. Enter prior to interview.]
Date Initiated:	[What is the date that the training request was first received? Enter prior to interview.]
Lead Training Contact:	[Who is the primary person responsible for planning this training project? Enter prior to interview.]
Reason for Request: <ul style="list-style-type: none"> • Critical Incident • Performance Appraisals • Customer Complaints • Internal/External Audit • New Project/Role • New Hires 	[How did this training request come about? What prompted this request?]
Participant Roles:	[What current job roles do the prospective training participants hold?]
Organizational Objectives:	[What are the final outcomes that the organization/organizational unit plans to achieve with this training? For example, reduced defects, increased sales, improved market share. State the objectives in measurable terms.]
Training Program Objectives:	[What are the objectives of the training program itself? For example, high attendance ratio, marked improvement in participant skills, favorable participant feedback. State the objectives in measurable terms.]

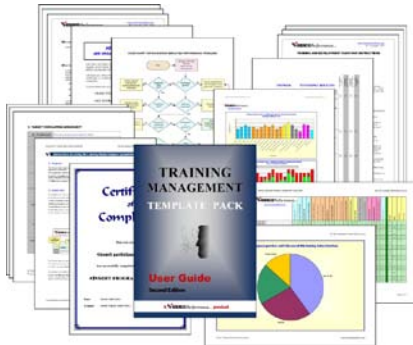
2. TARGET POPULATION WORKSHEET

No. of Participants:	[How many people require training in total?]
Location:	[For the people that require training, what are their work locations? How many people at each location require training?]
Department:	[For the people that require training, to which departments/organizational units do they belong? How many people in each department/organizational unit require training?]
Education /Experience:	[What is the prior education and work experience of the prospective participants?]
Background:	[What is the background of the prospective participants? For example, length of tenure, familiarity with other prospective participants, variety of roles.]
Current Job Experience:	[To what extent are the prospective participants familiar with and skilled in the proposed subject of the training?]
Current Performance vs Expected Performance:	[What is the current performance baseline? For example, 5 defects per 1,000 items, 10% market share. What is the desired performance level? For example, 1 defect per 1,000 items, 20% market share.]
Language/Cultural Differences:	[What potential language and cultural challenges may the prospective participants experience before, during and after the training that will need to be factored into the training design and delivery?]
Anticipated Attitudes:	[How favorably will the prospective participants view the training and expected performance outcomes? For example, hostile, apathetic, enthusiastic.]

Purchase our **Training Management Template Pack** to see all of the training needs analysis worksheet items.

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For the *complete and customizable* version of this worksheet, check out our popular **Training Management Template Pack**. This worksheet is simply one of a comprehensive set of form templates and guides included within the Template Pack.



Our **Training Management Template Pack** helps you manage training through all phases of your training administration and evaluation cycle. Rely on the experts to have you presenting a professionally presented and complete report, form or analysis in no time. The pack includes a comprehensive User Guide, instructions for each template and **BONUS** tool for diagnosing employee performance problems.

The templates and guides included in the pack are:

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Before Training

1. Employee Performance Diagnostic Tool
2. Training and Development Plan Form
3. Training Needs Analysis Worksheet
4. Training Needs Analysis Spreadsheet
5. Vendor Enquiry Form
6. Vendor Selection Matrix
7. Learning Outcomes Template
8. Training Session Plan Template
9. Training Course Information Sheet
10. Training Registration Form
11. Training Schedule Spreadsheet

During Training

12. Training Course Setup Checklist
13. Training Attendance Form – Single
14. Training Attendance Form – Multi
15. Personal Action Plan Form
16. Skill Assessment Form – Individual
17. Skill Assessment Form – Group
18. Trainer Effectiveness Rating Form

After Training

19. Certificate of Completion
20. Training Participant Feedback Form
21. Training Participant Feedback Spreadsheet

What our customers say ...

“The Training Management Template Pack had just what I was looking for! From the Employee Performance Diagnostic Tool to the Training Needs Analysis Spreadsheet, this group of invaluable documents allows me to gather, diagnose and organize a plan quickly and efficiently. Thanks Business Performance.”

Tanya Ladd
Corporate Trainer

“As a training manager, I found the Training Management Template Pack especially helpful in documenting all the essential elements of a training plan.”

Brenda M. Rodriguez
BMR consulting

“My team and I are using the template pack to set up training projects and our evaluation system. We are pleased with the resource and have found it very user friendly and adaptable.”

Rayla Smoot
Kia Motors Manufacturing Georgia

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