

TRAINING NEEDS ASSESSMENT CHECKLIST

Close the gap!

Once you've identified the need for training it is important to organize all aspects of the upcoming project while assessing the validity of the intended training.

Your checklist will guide you through questions like:

- Will the training meet your intended needs?
- Is it cost-effective and what is the budget?
- What knowledge, skills and behaviors will the training address?
- Do you have the required resources?
- Will there be a need to find an external training partner?

1. What organizational need will be addressed by the training?

- New process or procedure
- Process or procedure changes/improvements
- New technology
- New product launch
- Staffing changes/promotions
- Re-location
- Re-organization processes
- Succession planning
- Other _____

2. What is your organization trying to accomplish with the training?

- What do learners know (current)? _____
- What do learners need to know (desired)? _____

3. Who needs to be trained? List departments and levels (junior, intermediate, management, executive)

4. How has training traditionally been delivered in your organization? Have you considered new, innovative approaches to training?

- Classroom
- Virtual
- eLearning
- Microlearning
- Gamification
- Other _____

5. Is there an existing training program that can be used as a basis for the program, or will the content need to be newly developed?

- Existing training – project name _____
- New content development

6. Who are the key stakeholders in the training initiative?

- Project lead (owns the project) _____
- Subject matter experts (SMEs) _____
- Reviewers _____
- Approvers _____
- Other _____

7. Who will develop the training?

- Internal resources
- External training partner

8. Who will facilitate the training session?

- Internal resources
- External training partner

9. What is your budget?

10. What is your implementation timeline? (Ex. 4 weeks, 3 months, etc.)

Need help with your assessment? Contact the global training experts at TrainingFolks.