Training Needs Analysis Worksheet

What problem are you trying to solve?

Not every learning solution needs to "solve a problem," but many do. What behavior(s) are you trying to change? If there is no problem to solve, what is the reason for this project?

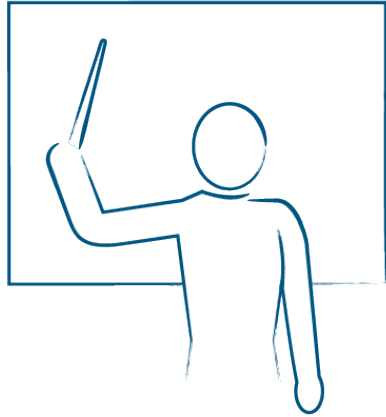# What is the instructional goal of the project?

Complete this statement: "After training, learners will be able to _____". Think about what you want learners to do on the job.

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Who are your learners?

Are they employees? Contractors? Something else? How many learners will there be? What are their geographic locations? What demographic and behavioral information do you know about your learners?

Are there existing materials or documents associated with this project?

If no existing materials exist, this tells the vendor time will be needed to create content, interview subject matter experts, and/or research the related topic(s). If existing materials do exist, this tells the vendor time is needed to sort through it but they are not starting "from scratch."

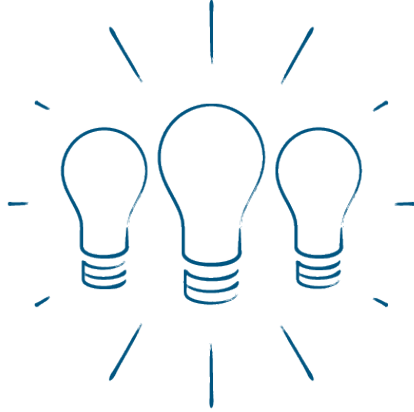# What preliminary ideas do you have for delivery format of the project?

Classroom session, eLearning, webinar, on-the-job training, mobile app, digital game, etc. Select how you currently believe the training will be delivered. You might just choose one method, or you might opt for a "blended" approach.

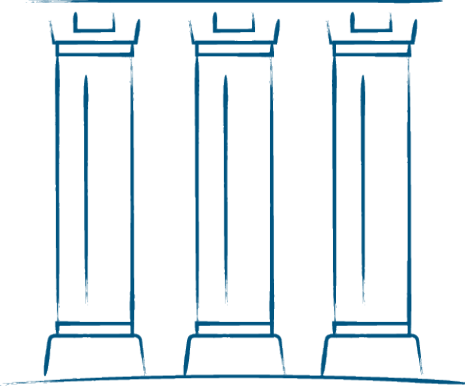# Is the project needed to address a legal or governing body requirement?

Is this project a result of a regulatory requirement, compliance-driven audit, or corporate policy that the target audience must be aware of?

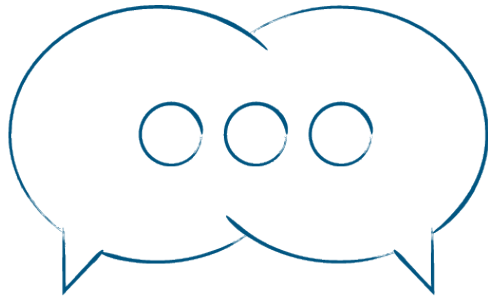# What languages besides English are required?

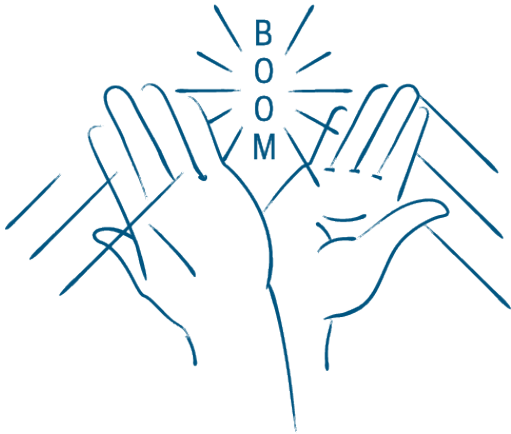If you need the course in more than one language, translation costs should be factored into the budget.

How will you know that this project has been successful?

Describe how you will know you met your instructional goal. Think about the business results; if learners are able to do X, how will your company benefit?
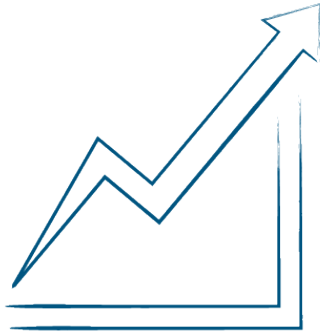
Other than project completion, are there metrics you want to track?

Will you track learner completion? Learner assessment scores? Will you use observations to determine behavior change "on the job?" Do you expect other business metrics to change, such as sales increasing, customer call response time to improve, etc.?
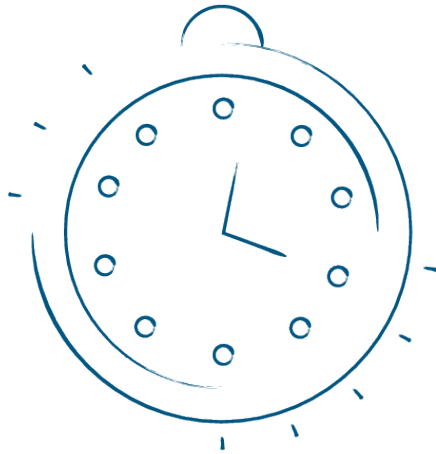
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What is the project timeline?

Identify when the project needs to launch. What constraints might affect your timeline? Try and estimate the number of necessary review cycles if you can, as these will add to the time required.

About TiER1 Performance

TiER1 Performance is an employee-owned consulting firm that activates strategies through people. As a Certified B Corporation® , we are passionate about consulting, designing, and building people-centered business solutions that deliver meaningful, long-term success. We meet our clients where they are and solve their human performance challenges by bringing together learning experts, visual designers, change strategists, communicators, researchers, and technologists to deliver holistic solutions. TiER1ers believe that the potential for any organization lies within its people. By unleashing the best of both, we will change the world.

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