

Questions for organizations' training needs analysis

Question	Utility
<ul style="list-style-type: none"> • What are your company's goals for the year? • What needs to change in your company to meet these goals? • What does the organization want to achieve as a result of this training? • How will we know if the training was effective? • How does the organization expect to see results related to business outcomes? 	<p>Ensures the relevance of the training in the broader organizational context.</p> <p>Creates understanding on why it matters and is important.</p> <p>Creates an understanding of the results expected by the organization/ company, and thus ensures the delivery of a training that responds to them.</p> <p>Offers information and tools for evaluation of impact.</p>
<ul style="list-style-type: none"> • What competencies does your staff need? • What competencies does your staff currently have? • What competency gaps exist within your teams? 	<p>Ensures understanding of the competency gaps. Ensures that your training responds to real learning needs and is adequate in terms of complexity and competency levels.</p> <p>Ensures the relevance of the content in relation to the real need.</p>
<ul style="list-style-type: none"> • What kind of training will support you in closing this competency gap? 	<p>Ensures that the approach (face-to-face, blended, online, etc.) and the structure and methodology are appropriate for the learning process that is needed.</p> <p>Allows for alignment with the organization in terms of approach to training.</p>
<ul style="list-style-type: none"> • What is your learning and training strategy? • How would this training fit in the context of other learning processes? 	<p>Ensures the alignment of the training with other learning processes participants might be involved in. This increases usefulness and relevance when connecting it to and making sense of it in the broader context.</p>
<ul style="list-style-type: none"> • What internal constraints, like budgets or timing overlap with other processes, could limit the training? • What external factors need to be considered? 	<p>Allows for realistic preparation in terms of logistics, structure and approach.</p>
<ul style="list-style-type: none"> • Who should be part of the training? • How many participants should the training have? 	<p>Ensures having the right people in the training group and avoids "teaching the right skills to the wrong people".</p>
<ul style="list-style-type: none"> • What are the individuals' key characteristics or constraints? 	<p>Ensures that the content, methodology and approach are relevant and appropriate for the specific target group.</p>