



Six steps to an effective needs assessment

*Inspired by the all-new second edition of ATD's bestselling book **Needs Assessment Basics**, author Beth McGoldrick*

Polling Question

- What is your role?
- Trainer/instructional designer
- Project manager
- Training manager
- HR professional
- Other





- image source: http://farm3.staticflickr.com/2537/3978538031_598064d8b7_z.jpg

Dream with me for a minute



- image source: https://chaoticsoulzzz.files.wordpress.com/2011/11/dreaming_girl.jpg

Now open your eyes



Chat

- Did your dream match your reality? Type what was different between the two.



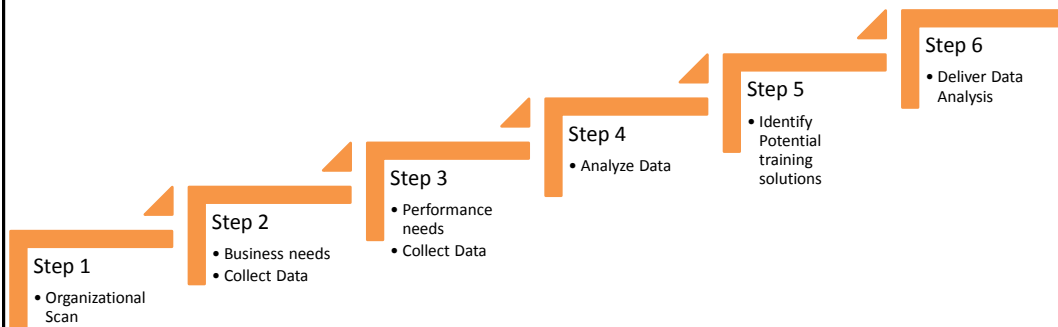
Six steps to an effective needs assessment

In this webcast, you'll learn:

- The six steps to an effective needs assessment
- Where a needs assessment and training project usually start
- How to help the organization be successful



Six steps to Needs Assessment



Chat

- During which step do you usually get called in to help with a training request?



Training project



Chat

- What are the reasons you've been told a problem exists and needs to be fixed with training?



What can you do?



Ultimate goal



Ultimate goal

- Improve the business results

- Set the stage for the possibility that there might be training-related and non-training-related issues contributing to the client's need.
- Gain permission and support for a needs assessment data collection effort to ensure the training will resolve the business and performance needs.
- Establish a reasonable timeframe for the potential training deliverables.



- Identify the client's perceptions of the need that triggered the client to make the training request.
- Place that need in the context of the business by identifying the client's business needs and how the need is linked to the business needs.





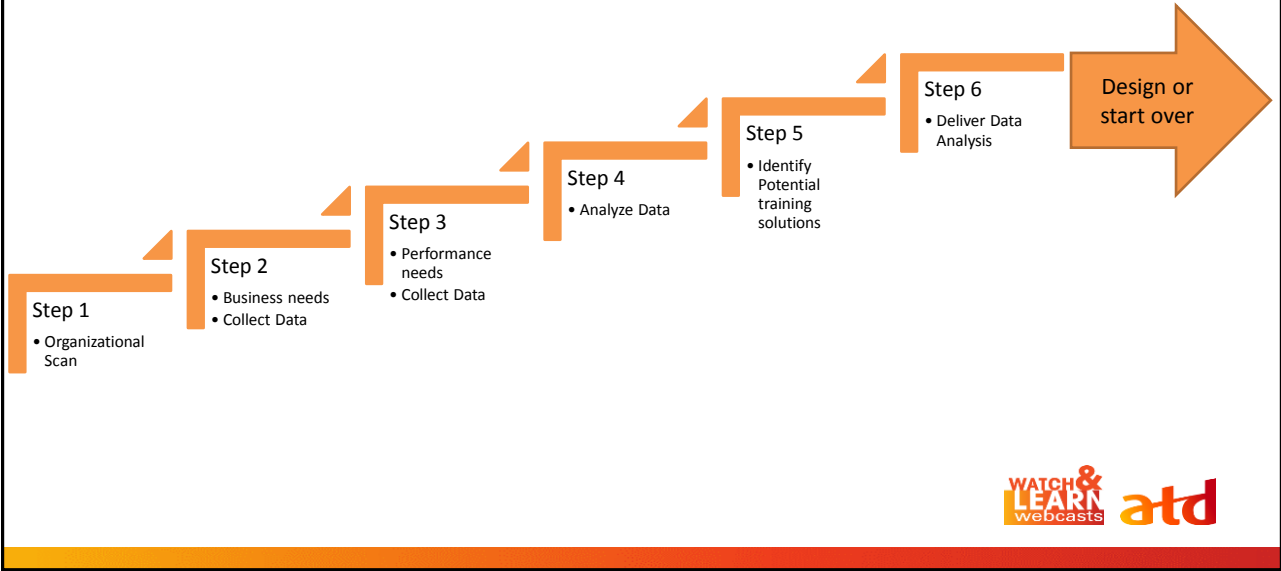
- Identify the client's perception of any employee performance needs inherent in the situation.
- Identify the client's perception of what the intended training initiatives should address.



- Identify the client's perception of the employees' needs as learning participants.



Six steps to Needs Assessment



Ultimate goal

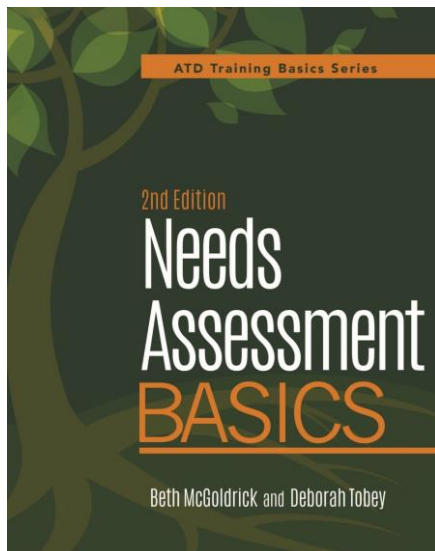


Exercise

Purpose of Training Needs Assessment	Importance in My Organization			Explanation
Placing a client's stated training need or request in the context of the organization's needs	Low	Medium	High	
Validating and augmenting the initial issues presented by the client	Low	Medium	High	
Ensuring the ultimate training design supports employee performance and helps the organization meet its needs	Low	Medium	High	
Identifying recommendations regarding nontraining issues that are affecting the achievement of the desired organization and employee performance goals	Low	Medium	High	
Ensuring survival of the training function	Low	Medium	High	
Establishing the foundation for back-end evaluation	Low	Medium	High	



Learn more



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Chat

- One thing you are going to use from this Webcast



Questions

- Open the session for questions

