Training Needs Analysis Worksheet

Consider the issue for three perspectives – the end users, their managers and the business as a whole.

	Individuals	Managers	Business
What is the problem? – Be specific			
What is happening that shouldn't be?			
What isn't happening that should be?			
What does GOOD look like? – Be specific			
What knowledge/skills are needed?			
What other resources will help?			
What 3 things will make the biggest difference?			