

Training Needs Assessment Checklist

Step 1: Gather Data	
	• Did you schedule meeting with key contacts to gather preliminary information?
	• Do you have management sponsorship?
	• Have you identified clear objectives?
	• Did you determine the educational level of the target learners?
	• Do you know the skill level of the target learners?
	• Do you know the preferred learning style of the target learners?
	• Did you determine the evaluation strategy?
	• Have you identified a need for using technology?
	• Have you identified a need for revising an existing program?
	• Have you identified a need for a new program?
	• Have you determined whether certification is required?
	• Have you identified resources to carry out the program?
	• Do you require external resources?
	• Have you reviewed existing programs, records, reports, files, that are relevant to your subject?
	• Have you benchmarked other programs?
Step 2: Plan	
	• Have you determined the types of data that must be collected?
	• Have you identified the sources of data?
	• Do you have a data gathering method?
	• Do you know how you are going to tabulate data?
	• Do you have a project plan?
	• Do you have management approval to proceed?

Training Needs Assessment Checklist Page 2

Step 3: Perform Requirements Analysis	
	<ul style="list-style-type: none"> • Have you identified which existing training materials can be used?
	<ul style="list-style-type: none"> • Have you identified non-training materials that can be used?
	<ul style="list-style-type: none"> • Have you identified factors that impede training?
	<ul style="list-style-type: none"> • Have you identified needs assessment tools?
	<ul style="list-style-type: none"> • Did you pilot the needs assessment tools?
	<ul style="list-style-type: none"> • Have you determined the required knowledge/skill level?
	<ul style="list-style-type: none"> • Have you considered current and future learner needs?
	<ul style="list-style-type: none"> • Do current training delivery systems require updating?
	<ul style="list-style-type: none"> • Did you determine what the best delivery medium will be?
	<ul style="list-style-type: none"> • Do you know which vendors, if any, you will use?
	<ul style="list-style-type: none"> • Does the delivery medium need updating?
	<ul style="list-style-type: none"> • Did you determine if changes need to be made to the training evaluation system?
	<ul style="list-style-type: none"> • Did you determine if any new technology needs to be acquired?
	<ul style="list-style-type: none"> • Have you determined which personnel will support the training?
	<ul style="list-style-type: none"> • Have you determined how managers will support the training?
	<ul style="list-style-type: none"> • Did you assess if the current environment will support training?
Step 4: Analyze the Collected Data	
	<ul style="list-style-type: none"> • Have you compiled the results?
	<ul style="list-style-type: none"> • Did you identify patterns or deviations?
	<ul style="list-style-type: none"> • Did you brief management on your findings?
Step 5: Report and Summarize Findings	
	<ul style="list-style-type: none"> • Have you estimated project costs?
	<ul style="list-style-type: none"> • Have you established priorities?
	<ul style="list-style-type: none"> • Have you outlined required resources?
	<ul style="list-style-type: none"> • Have you included supporting documents?
	<ul style="list-style-type: none"> • Is your report concise?