

INTRODUCTION

This book is intended to help trainers and course designers who already have basic skills move their needs assessment skills to the next level. First identify the purpose of a needs assessment. Then learn how to conduct a variety of needs analysis using different data-gathering methods. Then analyze the information and develop a training plan to convince management that training is the appropriate solution. In this book, the term *needs assessment* is a general term for a three-phase process to collect information, analyze it, and create a training plan. Different types of assessments are called *needs analysis*, such as performance analysis, job/task analysis, target population analysis, etc.

Audience

This book is written for the trainer or course designer who wants to move beyond basic needs assessment skills. It is the second book in a series of six books for the intermediate trainer. The first book, *The Trainer's Journey to Competence: Tools, Assessments, and Models*, helps the trainer identify whether his or her skills are at the basic or advanced level. The resource section in this book contains the competencies to conduct needs assessments and develop a training plan. Although the main target audience is the "intermediate" trainer, new trainers with some assessment experience can benefit from the tools provided here. Training managers can use the skills in this book to develop themselves and their subordinates.

Product Description

Each chapter begins with a set of objectives and questions that are answered in that chapter. A series of models, inventories, and tools in several chapters are available to sharpen needs assessment skills. Tools and checklists are provided on the accompanying CD for easy customization and duplication. A glossary, bibliography, and index are included.

