



There are SOOO many things we can have in an *instant* just by adding water:

- Coffee
- Ramen
- Underwear (yes, it IS a thing!)

Well, here's one thing we can give you to use in an instant with no water needed:

Instant Needs Assessments!

Here's a sample of some needs assessments that you can incorporate into your toolkit right now:

Target Population – Takes a “snap shot” of your learners to determine things like who needs training, how a specific course must be customized to meet the participants' needs, and what class groupings are appropriate, e.g. supervisors present? Mixing departments? Here's a sample of categories you may want to explore when doing a target population analysis:

1. Interests – personal and business.
2. Previous training experience- not only what they had but how they felt about it.
3. Demographics- age, gender, educational background, tech savviness, etc.
4. Personal benefit to learning – the ol' WIIFM?
5. Attitudes & biases – towards the training, their boss, the company - you name it!

Task Analysis – Breaks down a task into smaller teachable parts. The *newer* a task, the more *risk* it involves and/or the more important it is to do in a *certain series* of steps, the more you need to *break it down* for your learners. Once a task analysis is done, you can build a skills hierarchy, determine what, if any, pre-requisites are required for your training and then begin to write instructional objectives.

Performance Analysis – Pinpoints the reason for the non-performance. Is it a skill or knowledge deficiency? An obstacle in the work environment (including the supervisor)? Both? Non-performance comes down to two things – can they do it and do they want to do it? Taking a deep dive into performance analysis will help determine if it is one or both of these reasons.

Post Training Performance Analysis- Used if the learner has attended training but does not perform to the standard level needed. This assessment pinpoints the cause of the non-performance.

For more information on the how to's of each of these assessments, click on one or more of these great resources we have crafted just for you:

Go Figure? Handful of Needs Assessments 60 min. Training Essentials Virtual Mini

Plan Training for Results! one- day workshop

Certified Training Coordinator virtual certification program

Certified Instructional Systems Designer virtual certification program

Certified Performance Consultant virtual certification program

Come and let us help you figure it out!

Team M&M

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