

# -9 QUESTIONS- TO ASK DURING A NEEDS ANALYSIS

## QUESTIONS TO ASK



1. Why do you need it? What is the trigger event?
2. What is current state, and what is the intended future state? (Gap analysis)
3. What do we already have? Do a search in I-Learn/NetLearning for current training; what is available or is being done at the department level. If there is training, was the training communicated; did team members use it? Does it need to be reviewed for accuracy? Consider Level 3 for feedback.
4. When do you need it by? *Remember! Their due date is not yours.* Aim to allow yourself one to two weeks before their requested due date.
5. Who is it for? The reason for this question is: learning preferences, technology access availability, multiple facilities, shift differentials. *For example, is the learning audience across multiple facilities with various shift differentials? Perhaps an online education may be better suited.*
6. What are the constraints? *For example, available seat time, technology access, language preferences, hearing/sight accommodations, budget, time, media production, leadership top-down support (e.g., behavioral training).*
7. Who needs to be at the table? What will the approval workflow look like?
8. How will it be communicated? What's the marketing campaign? Is this handled at the department level? How will expectations be communicated?
9. How will you measure the success of this training (e.g. assessment in I-Learn/NetLearning)?