**SCU Training Needs Assessment Tool**

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| **Step 1: Conduct an Organizational Needs Analysis** | | | | |
| **1. Topic** |  | | | |
| **2. Specify the audience(s) who triggered analysis/requested information** | | |  | |
| **3. Triggering event** | | | | | |
| **Provide a brief explanation of what triggered/prompted the organizational needs analysis**  **(See questions to consider in guide)** | | | | | |
|  | | | | | |
|  | | **Select from dropdown** | | **Explanation note** |
| **4. Stakeholders to be included in the process** | |  | |  |
| **5. Program(s) involved** | |  | |  |

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| **6. Sources for organizational information gathering**  **(Check all that apply)** | | | | | | | |
| **Source** | | **Check** | | | | **Explanation note** | |
| **Archival data** | |  | | | |  | |
| **Individual interviews** | |  | | | |  | |
| **Conferences** | |  | | | |  | |
| **Anecdotal evidence** | |  | | | |  | |
| **Surveys** | |  | | | |  | |
| **Other** | |  | | | |  | |
| **7. Organizational intervention** | | | | | | | |
| **Reason(s) for intervention**  **(Select one or more)** | | | | **Check** | | | **Explanation note** |
| **To address a performance problem** | | | |  | | |  |
| **Seize existing or future opportunity** | | | |  | | |  |
| **Advance SCI’s mission** | | | |  | | |  |
| **Management and team members support initiative** | | | |  | | |  |
| **Resources are available** | | | |  | | |  |
| **Increase use of resources** | | | |  | | |  |
| **Improved communication/awareness** | | | |  | | |  |
| **Step 2: Assess the Performance Gap** | | | | | | | |
| **1. Select team member SME’s**  **(3 – 4)** |  | | | | | | |
| **2. Identify existing performance indicators** | **Behaviors** | |  | | | | |
| **Outcomes** | |  | | | | |
| **3. Identify ideal performance indicators** | **Behaviors** | |  | | | | |
| **Outcomes** | |  | | | | |
| **4. Contextual factors related to performance** | | | | | | | |
|  | | | | | | | |
| **5. Sources for organizational information gathering**  **(Check all that apply)** | | | | | | | |
| **Source** | | **Check** | | | **Explanation note** | | |
| **Archival data** | |  | | |  | | |
| **Direct observation** | |  | | |  | | |
| **Individual interviews** | |  | | |  | | |
| **Focus groups** | |  | | |  | | |
| **Surveys** | |  | | |  | | |
| **Other** | |  | | |  | | |

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| **6. Assessment type** | | **7. Analyses conducted**  **(Select all that apply)** | | | |
| **Qualitative** |  | **Task analysis** | | |  |
| **Quantitative** |  | **Worker analysis** | | |  |
| **Both** |  | **Job analysis** | | |  |
| **8. Identify the cause(s) of the performance gap** | | | | | |
| **Cause** | | | **Check** | **Explanation note** | |
| **Knowledge and/or skills deficits**  **(“Can do”)** | | |  |  | |
| **Motivational factors**  **(“Will do”)** | | |  |  | |
| **Workload issues** | | |  |  | |
| **Role conflict/ambiguity** | | |  |  | |
| **Organizational environmental factors (e.g., lack of resources, work process** | | |  |  | |

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| **9. Is the magnitude of the gap significant enough to be addressed?**  **(See questions in guide)** | | |
| **Yes** | **No** | **Comment** |
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| **Step 3: Determine How to Close the Performance Gap** | | | | |
| **1. Methods for closing the performance gap** | | | | |
| **Method** | | **Check** | | **Explanation note** |
| **Procedure/program change or addition** | |  | |  |
| **Organizational change (Handbook)** | |  | |  |
| **Modify job description** | |  | |  |
| **Acquire new talent** | |  | |  |
| **Buy/build new training to enhance team member competencies (KSA’s)** | |  | |  |
| **2. Development plan** | | | | |
| **Deliverables** | **Roles** | | **Schedule/timeframe** | |
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| **3. Whose buy-in is needed?** | |  | | |
| **4. Has buy-in been obtained?** | | | **Yes** | **No** |
|  |  |
| **5. Reviewer name** |  | | **6. Date of review/feedback** |  |