**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** |  |