

Needs Analysis | Client

• **Purpose:** To identify performance gaps, underlying causes, and targeted solutions, distinguishing between training and non-training needs to ensure the learning intervention addresses the true root of the performance challenge

I. Analysis Information

Focus Area	Question	Response
A. Stated Problem	What problem has been identified by stakeholders and subject matter experts (SMEs)?	
B. Goals	What specific goals or desired performance levels are being targeted by stakeholders and SMEs?	

II. Current Performance & Observations

Focus Area	Question	Response
A. Current Performance	What is the current level of performance demonstrated by the target learner group?	
B. Observations	What observable behaviors or conditions are influencing current performance?	
C. Conclusions	What conclusions can be drawn from the observations regarding the factors that enable or hinder desired performance levels?	



III. Recommendations

Focus Area	Question	Response
A. Non-Training	What non-training interventions or organizational supports are recommended, and what is the rationale for these recommendations?	
B. Training	What training interventions are recommended to address identified gaps, and what is the rationale for these recommendations?	

