NEEDS ANALYSIS RESULTS

This template is just one example of how to document your needs analysis. You may wish to use another approach. Over the next few sessions, you will be adding your audience analysis and content analysis to this document.

Introduction

Add a short introduction here. For example, the goal of the needs analysis and what this document includes. Since this is a simulated situation, feel free to make up additional data as needed. But keep it realistic. Example that you might use below: Imagine you reviewed the onboarding internet security training. You could say why they may need additional practice.

The Problem

Describe the problem that is affecting the Horizon Foundation. If you don't like the word "problem" you can call it The Challenge or something similar. You may want to add that they are seeking a training solution but keep it vague as you don't know the solution yet.

The Goals

Explain the goal(s) that Horizon is seeking. Include both the organizational goals and the immediate training goal. Show how they are aligned.

The Performance Gap

Explain the gaps you have discovered: existing performance versus ideal performance. Target gaps in performance and skills, knowledge needed to improve performance and attitudes or affect that could be an obstacle to change.

Training as a Solution

Although we will need to conduct further analysis to determine the type of training solution that will be most effective, we agree that training will help the Horizon Foundation meet its performance and business goals.

Then explain why.