**Assignment # 1 – Option 1: Needs Analysis**

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| **Overview of the need(s):**  *Describe at a high level, what is the potential performance gap that you have identified for your assignment.* |
| **Background information:**  *Provide information that could help the reader understand how you determined the potential gap that you would like to address.* |
| **Probable causes:**  *Identify the probable causes for the need, in terms of limited resources, lack of motivation, lack of knowledge and skills, etc.* |
| **Purpose statement:**  *Summarize your analysis in a purpose statement (just one).* |
| **Instructional goal(s):**  *List the goals that outline specific behaviours that will demonstrate the desired performance following the instructional intervention.* |
| **A general description of the target learners, context, and any tools required to accomplish the goals:**  *Briefly describe your audience in terms of job titles, experience, background, etc. Describe what contextual factors may impact the performance and/or the learning process. If applicable, indicate the tools/equipment required to accomplish the instructional goals.* |
| **Approach and overview of your methodology (including questions), and a sample of your analysis framework and data:**  *Briefly describe how are you planning to validate the potential gap that you would like to address. Are you conducting a survey? A focus group study? A workplace observation? Are you using reports to analyze existing data?* |
| **Findings and recommendations (instructional or non-instructional interventions):**  *In case that your initial assumptions are validated, list the potential instructional or non-instructional interventions (or a combination of both) that you will propose.* |