

Information base for needs assessment.

The Author] - CHCINM002

Needs Assessment Overview Assignment 8/31/15
Karen Nasuto

1. Situation/Context:
New employees attend a brief half-day orientation and receive a binder of explanations and see a PowerPoint presentation of general overview of the review process and reporting responsibilities. This is a common system used in training new hires. The current orientation is a "checklist" system that is done by a "checks and balances" system. In this system, protocols are followed to make sure one person creating a change or purchasing items is not the same person that processes or approves it. It's a simple, basic overview – or I thought it was until employees began working as new hires in their department. The trainers at the orientation could only provide just enough information so employees could understand the "what for" but not exactly how to apply the knowledge to individual tasks at their job.

Many employees complete the orientations, don't ask questions, and then start the day-to-day motions of learning their new responsibilities without much due to the specific step-by-step process they begin by rifling through what was done by the employee in their position in handbooks and training materials. They then learn the job very quickly, but lack the depth of understanding than shared skill knowledge. And mostly, they go to co-workers they begin to work with and are comfortable with, who weren't correctly trained to begin with either and complete the tasks "their way" whether it's right or efficient. Asking superiors and higher supervisors is no help, because they are not involved in the day-to-day tasks. If there is a problem, the supervisor is the first to know about it, the last one contacted for more information or even a walk-through of the fiscal software.

It seems the root of the problem is poor introductions of the material and even poorer execution of the step-by-step processes needed to get a new hire up to speed to be effective in their department. Creating new materials, presentations, and training the trainers on effective communication seem to be the keys for improving the knowledge base an employee has on the job.

2. Outputs:
What I am seeking: The "visions of desired knowledge and performance" according to Rossett, include utilizing the orientation information in a manner where new hires can apply it fairly immediately on the job. Optimal skills to focus on the application of hands-on experience that can be applied fast since the

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Using a skilled facilitator will help you to get the data you need from the meeting. Are there programs in your community that address the issue of underage drinking? Use Your Findings Once the needs assessment report is written, highlighting all the things you have learned about your community, you need to use this knowledge to take action. Review: To further develop your understanding of the various needs assessment approaches, you may get ideas for your own project by viewing examples of several approaches.

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Introduction The introduction tells your readers why you conducted the needs assessment and the main questions you attempted to answer.

Techniques for Collecting Data for Training Needs Assessment

For an example of a full report, see. Probes are designed to prompt people to answer if they are having trouble getting started or can't think of any responses.

Conduct a Needs Assessment

Conducting a community health needs assessment can help your program to determine where and how resources may best be targeted. If you do a needs assessment, you will feel more comfortable knowing that what you want to do meets a real community need. For closed-ended questions, this can be a matter of simple addition.

Needs Assessment

You want to do something. If administered over the telephone, it may be difficult to schedule a time to talk or to get people to talk for an extended period.

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