The Training Needs Analysis Toolkit

Sharon Bartram, Brenda Gibson

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Make your training count! Whether you are a seasoned or inexperienced training professional, making your training count is the number one way to influence the future success of your organization. The way to do this is to match all training directly to the needs of the organization and the people in it. This unique manual will show you how to do just that! Use this Toolkit as a resource for analyzing training needs, selecting training strategies, and developing training plans to meet the identified needs.

This all new second edition contains 22 reproducible instruments and surveys for gathering information at all levels of your organization. It includes proven techniques for transforming your data into realistic training strategies and solutions.

With this Toolkit you will be able to:

Provide focus and direction to your training investment
Identify top priority training needs and learn techniques for meeting them
Systematically plan for training
Explore a variety of ways to gather information at all levels of an organization
Transform information into realistic training strategies and plans
Measure your training department's return on investment
Quantify the contribution training makes to overall organizational growth and success

Revised Edition Includes:

Expanded chapters to provide guidance on
analyzing and implementing the information
produced by the instruments
More detailed outlines to assist with the analysis
An easy-reference flow chart of actions
New methods for collecting information
A new section on analyzing results for each instrument included

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