



The Training Needs Analysis Toolkit

By *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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