Learning Needs Analysis  
[Course Name, Company Name]



Learning Needs Analysis  
[Company Name]

Project Resources

|  |  |
| --- | --- |
| ROLE | NAME |
| Instructional Designer | [Name] |
| Client | [Name] |

Organizational Description

*Provide a general description of the organization. What are the key organizational goals and objectives?*

[Description text]

Learning Objectives

*What is the primary purpose of the learning experience? What problems are you trying to solve?*  
[Description text]

Performance Analysis

*What skills and competencies are needed to meet the organizational goals? What skills does the organizational need to have in the future? What behaviors, skills, and attitudes need to change?*[Description text]

|  |  |
| --- | --- |
| BEHAVIOR ANALYSIS |  |
| Current Behavior | Future Desired Behavior |
| * [Item 1] * [Item 2] * [Item 3] | * [Item 1] * [Item 2] * [Item 3] |

|  |  |
| --- | --- |
| SKILLS ANALYSIS |  |
| Current Skills | Future Desired Skills |
| * [Item 1] * [Item 2] * [Item 3] | * [Item 1] * [Item 2] * [Item 3] |

|  |  |
| --- | --- |
| ATTITUDE ANALYSIS |  |
| Current Attitude | Future Desired Attitude |
| * [Item 1] * [Item 2] * [Item 3] | * [Item 1] * [Item 2] * [Item 3] |

Current Training and Resources  
*What learning and performance improvement resources already exist?*

[Description text]

Learning Strategies and Methods

*What is the overall instructional approach and learning methodology?*

[Description text]

Audience Analysis

*Describe the primary audience of the learning experience:*

**PRIMARY AUDIENCE:** [Audience Title]



Age  
  
 18-24  
 25-39

40-54  
 54-69  
 70+

Sex  
  
 Male  
 Female

Technology Skills  
  
 Low  
 Medium  
 High

Other  
[Description text]

**SECONDARY AUDIENCE:** [Audience Title]



18-24  
 25-39

40-54  
 54-69  
 70+

Sex  
  
 Male  
 Female

Technology Skills  
  
 Low  
 Medium  
 High

Other  
[Description text]

Recommended Interventions

*What learning or performance improvement resources are needed solve the overall problem(s)?*

|  |  |
| --- | --- |
| TRAINING RECOMMENDATIONS |  |
| 1. [Title] | [Description] |
| 1. [Title] | [Description] |
| 1. [Title] | [Description] |