Training Request Analysis

[Topic]

Conducted by: [Name]

Contributor(s): [Name(s)]

Date: [Month DD, YYYY]

CONTENTS

General Information

1. Focus Area:	
2. Training Solution Title:	*[Proposed or possible title]*
3. Requested by:	
4. Date of Request:	
5. ENGLearn Training Path:	*[Where does this fit in the ENGLearn paths/focus?]*
6. Training Focus:	*[Add course focus]*
7. Is this request part of a larger curriculum (e.g., eLearning, eLabs, ILT, Documentation)? If so, what are the other parts?	
8. Stakeholder:	
9. Proposed SME(s):	
10. Prerequisite(s):	• *[Suggested prerequisite 1]* • *. . .*

Training Needs Analysis

Business Context

11. What is the **business problem** or **information gap** that needs to be addressed?	
12. What is the desired outcome of this training? • What change will you see in the business after this training? • What are the most critical outcomes for this training? • How will you know it has been successful?	

13. What task or job does this training support?	
14. Is this a new or different subject matter? • Is this a new tool/application? • Is this a new Process? • Is this a change to a workflow?	
15. How many people are likely to require training? • Are they new employees or existing or both?	
16. How will the training be pushed to the learners?	

Learners

17. Who are the learners for this training and where are they located?	
18. What do these learners already know about the topic? • Does the audience have any subject matter expertise with the tool or topics?	
19. What should learners be able to do after they have completed the training? • What tasks or activities should they be able to perform that they cannot now do? • What prevents them from doing the task now? • What constraints are they likely to face in applying their new skills?	

Content

20. What key topics should the training cover (concepts and functional aspects)?	

21. Will you need the training to cater to different user groups?	
22. Is content on the topics already available? Is source material available? Where?	
23. Are there any aids that would benefit the learner on the job?	
24. Are there ways for the learners to practice tasks and/or skills that would be included in this training?	
25. Do you think there is a need for documentation for the topic(s)?	

SME Availability

26. Are there any known times when SME will be unavailable during the course development schedule?	