Training Needs Assessment Template

Seven steps from business goal to recommended solutions

1. Business goal

What result needs to change? Put a number and a date on it if you can.

Goal, current number, target number, by when

Who asked, and who owns the result

2-4. Desired vs. current performance

Describe what people should do on the job, what they do today, and the gap. Keep it observable.

Task or behavior	Desired performance	Current performance	Evidence

5. Root cause

For each gap, tick the likely cause. Only knowledge and skill gaps are solved by training.

Gap	Knowledge / skill	Motivation	Tools / process	Time / load	Expectations

6. Prioritize

Score impact and urgency from 1 to 5, then multiply.

Gap	Impact (1-5)	Urgency (1-5)	Score

7. Recommended solutions and measures

Gap	Solution (training or other)	Success measure	Baseline / target

Interview questions for managers and staff

- ☐ What does great performance look like here?
- ☐ Where do things most often go wrong?
- ☐ What gets in the way of doing it right?
- ☐ What do new people struggle with most?
- ☐ Do people have the tools and time they need?
- ☐ How would we know if things improved?
- ☐ What training have you had on this already?
- ☐ What would you change first?

Full guide: elearningsolutionslab.com/training-needs-assessment/ | Need help? elearningsolutionslab.com/contact/