**Training Needs Analysis**

[interview guide lines for a discussion with the manager]

|  |  |  |
| --- | --- | --- |
| **What is the Training Objective**  *[1-2 main objectives]* | | … |
|  | How will we know that the training was successful ? | … |
| How will we know that the training has failed ? | … |
| How will you measure the results? | … |
| What is the most important thing that should happen after this training? | … |
| **Logistics** | | |
|  | Number of participants | … |
| Location | … |
| Date | … |
| Maximum numbers of hours/session | … |
| Budget | … |
| **The participants** | | |
|  | Are there any constraints regarding the participants? | … |
| What other training have the participants attended to? | … |
| Can you describe their personality profile? | … |
| What type of activities do you think they would enjoy? | … |
|  | What type of activities do you think they would hate? | … |
| **Other relevant information** | | |
|  | What to avoid…  What we must include…  Other useful information … | |