

# TRAINING BOOTCAMP Series

## EPISODE 2

# Determining & Developing Your Training Solution

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### WHAT DOES A NEEDS ANALYSIS DO?

A training needs analysis gathers all the details essential to designing a training solution that will close the performance gap in an employee's skill and/or knowledge. If a needs assessment answers, "Will training help?" the needs analysis answers, "What training will help?"

### 10 KEY CONSIDERATIONS

1. **Set Learning Objectives:** Use information from your needs assessment to develop the framework for your training initiative.
2. **Consider Learning Styles:** Incorporate a variety of learning styles into your training program.
3. **Delivery Mode:** What's the best way to get your message across? Is web-based training appropriate, or should mentoring be used? Most training programs include a variety of delivery methods.
4. **Budget:** How much money do you have to spend on this training?
5. **Delivery Style:** Will training be self-paced or instructor-led? What kinds of discussions and interactivity can be developed in conjunction with this training?
6. **Know Your Audience:** Who will be part of this training? Do you have a mix of roles, such as accounting people with production workers? What are the job responsibilities of these individuals, and how can you make training relevant to their individual jobs?
7. **Content:** What needs to be taught? How will you organize the information?
8. **Timelines:** How long will it take to develop the training? Is there a deadline for training to be completed?
9. **Communication:** How will employees know the training is available to them?
10. **Measuring Effectiveness of Training (ROI):** How will you know if your training worked? What ways will you use to measure the return on investment (ROI) in training?

### SHOULD I SEEK OUTSIDE HELP WITH MY NEEDS ANALYSIS?

As we mentioned in our Training Boot Camp Episode 1, you know your company better than anyone. The biggest challenge in doing things yourself is avoiding bias in your assessment and analysis results that can lead to an incorrect solution that costs you time, money, employees, and customers.

At the OTC Center for Workforce Development, our business managers work with clients every day to assess and analyze training needs, and we have professional industry experts to that develop and deliver proven training modules to achieve your performance goals.