

Training Needs Assessment And E-Learning Strategy



Date: _____

Contact Name / Role: _____

Company / Org: _____

Address: _____

City / State / Zip: _____

Company / Org Web site: _____

Questions:

A. Overall Strategy

1. Primary purpose or objective of training project:

2. Target Audience:

New Hires Employees Customers Public

Business Partners Other

3. When do you need to start actual training?

4. Operate system on your own server or FlexTraining-provided server?

Our Server FlexTraining Server

5. Who has the final word on kicking off the project?

B. Using your training system:

1. How many people do you need to train?

Less than 100 100-250 250-1000
 1000-5000 Not Sure

2. Subject Matter:

Technical Procedures Sales Training
 Safety/Compliance Other

3. What kind of material do you expect to use for training?

Text and images Audio Narrations Video
 PowerPoint Flash Not Sure

4. Which personnel will actually create your online courses?

Current Staff New Staff Training Specialists
 Other Internal External / 3rd party Not Sure

5. How many resources will be dedicated to creating online courses and tests?

One person part time One person full time
 More than one person Not Sure

6. Would you use built-in templates to create courses, or develop from scratch?

Use FlexTraining Templates Start From Scratch Not Sure

7. FlexTraining includes built-in automated testing. Will you need to use additional third-party test modules using the SCORM technical standard (if not sure, answer "No".)

Yes No

8. Would you utilize an integrated real-time chat or Message Board facility in some of your courses?

Yes No

9. Will you import students from an external database?

Yes Add Manually Let Students Self-register

10. Are there likely to be online learners whose preferred language is not English?

Yes No, every learner will use English

C. Business Fit

1. Approximately how much does your company or organization currently spend on training each year?

\$ _____ Don't Know

2. If you could cut your training costs in half by "doing more with less" would you want to explore that opportunity further?

Yes Training Costs are OK As Is

3. Can you think of any areas where your people would be more effective in their work if they had an opportunity for additional training?

Yes Current Internal Training Is Sufficient

4. Would your management utilize real-time reports that showed learning activity, progress through assigned courses, and scores from automated testing?

Yes Would Not Track Activity and Progress

5. Do you need secure menus and filters to insure that each student and manager only sees the data and courses for which they are authorized?

Yes No, everyone can see everything

Results and Recommendations:

A. Operations Recommendations

- | | | |
|---|---------------------------------------|-----------------------|
| FlexTraining or Login & Go? | <input type="checkbox"/> FlexTraining | (Question A4, B1) |
| | <input type="checkbox"/> Login & Go | |
| Add FlexAuthoring Tool? | <input type="checkbox"/> Yes | (Question B2, B3, B6) |
| | <input type="checkbox"/> No | |
| Add SCORM Reader module? | <input type="checkbox"/> Yes | (Question B7) |
| | <input type="checkbox"/> No | |
| Add Chat / Message Board modules? | <input type="checkbox"/> Yes | (Question B8) |
| | <input type="checkbox"/> No | |
| Turn on Learner Self Registration? | <input type="checkbox"/> Yes | (Question B9) |
| | <input type="checkbox"/> No | |
| Activate Multi-Language feature? | <input type="checkbox"/> Yes | (Question B10) |
| | <input type="checkbox"/> No | |
| Activate Hierarchy multi-level filtering? | <input type="checkbox"/> Yes | (Question C4, C5) |
| | <input type="checkbox"/> No | |

B. Summary Recommendations

- | | | |
|--|------------------------------|-----------------------|
| Business case for implementing a new training system? | <input type="checkbox"/> Yes | (Question C1, C2, C3) |
| | <input type="checkbox"/> No | |
| Next step: Include additional management in demos and discussions? | <input type="checkbox"/> Yes | (Question A5) |
| | <input type="checkbox"/> No | |
| Next step: Project team system demos? | <input type="checkbox"/> Yes | (Questions B1 – B10) |
| | <input type="checkbox"/> No | |
| Next step: Consult with FlexTraining Course Building Services? | <input type="checkbox"/> Yes | (Questions B4 – B5) |
| | <input type="checkbox"/> No | |
| Next step: Acquire and prepare server? | <input type="checkbox"/> Yes | (Question A4) |
| | <input type="checkbox"/> No | |
| Next step: Put together cost quotation? | <input type="checkbox"/> Yes | (Question B1) |
| | <input type="checkbox"/> No | |

