


Questions to ask yourself while you perform Training Needs Analysis

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- › What are the training goals and subsequently what are the business goals expected from the training program?
 - › Who are the people you are looking to train? Is it a set of them, all of them?
 - › Is there a skill-gap analysis report ready for the set of trainees?
 - › What are the learning styles of the audience?
 - › What would be the best-suited format or mode of delivery?
 - › What are the existing training programs that are readily available, that can be repurposed?
 - › Is the training role-specific or aimed at cross-skilling?
 - › What impact does this program have on performance?
 - › Who will be the trainers or training delivery partners?
 - › What systems/software are you planning to track training execution and impact?
 - › Who would be the people involved in the process and what are their key responsibilities?
 - › What are the key metrics that determine the success of the program?