

Needs Assessment Template

Content	<p>What knowledge or change do you want to impart?</p> <p>What is already being done currently towards this aim? What is successful, what is not, and why?</p>
Situation	<p>Audience Who is the audience? How large is the audience? What are their demographics? (age, sex, education, position)</p> <p>Background What is their background or expertise with the topic?</p> <p>Medium How does the audience best receive instruction? (Written, Verbal, Hands-on, Classroom, Online, Handouts)</p> <p>Time What is the expected timeline? Are there deadlines?</p> <p>Resources Is special equipment or software needed or be helpful to deliver the content?</p>
Effect	<p>What new skills actions or behaviors do you want your audience to acquire?</p> <p>How will you measure your outcomes?</p>