**Learning needs analysis template**

**1. Organisational Goals:**

* What are the key objectives of the organisation?
* How does the training align with these objectives?

**2. Current Skills and Knowledge:**

* What skills and knowledge do employees currently possess?
* How are these skills and knowledge being utilised?

**3. Skills and Knowledge Gaps:**

* What skills and knowledge are lacking?
* How do these gaps impact performance and productivity?

**4. Target Audience:**

* Who needs the training?
* What are their roles and responsibilities?

**5. Learning Objectives:**

* What specific outcomes should the training achieve?
* How will these outcomes be measured?

**6. Training Methods:**

* What training methods will be most effective (e.g., workshops, e-learning, on-the-job training)?
* Are there any preferences or constraints to consider?

**7. Resources and Budget:**

* What resources are available for the training?
* What is the budget for the training program?

**8. Evaluation and Feedback:**

* How will the effectiveness of the training be evaluated?
* What mechanisms will be in place to gather feedback from participants?