Step 1: Explore the Requirements

Assessing the Learner’s Needs

**Review Related Documents – Questions/Tasks:**

* What are some key documents that everyone should review, e.g., within the agency, ministry, etc.?
* What information or data would inform participants about current challenges, opportunities?
* What facts or definitions do participants need to ensure discussions are based on common understanding?
* Do we need a glossary of terms and abbreviations so people have a common understanding of them?

**Ask Potential Participants Directly:**

**Survey Template:**

[*INSERT: Purpose of the training session*]

1. For the following topics about [*INSERT: main focus of the training*]:

| Which of the following topics would you be interested in learning more about?  (Check all that apply) | | Why is this of interest  to you? | Provide an example of how you might apply this in your work | Rate your ability on this topic on a scale of 1 (low) to 5 (high) |
| --- | --- | --- | --- | --- |
| □ | [*INSERT: options, add/remove rows as needed*] |  |  | 1 2 3 4 5 |
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| □ | Other (please specify): |  |  | 1 2 3 4 5 |

1. If any of these topics are not important to you in your job, please tell us why.