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Training Needs Assessment: Methods, Tools, and Techniques

By Jean Barbazette



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Training Needs Assessment: Methods, Tools, and Techniques By Jean Barbazette

This book covers the essentials of needs analysis from the emerging trainer's perspective by providing just the right amount of support and knowledge without going too deep into the subject. The topics covered include when and how to do a training needs analysis; using informal and formal analysis techniques; goal, task and population analysis; and how to develop and present a training plan for management approval. Each chapter includes appropriate data gathering tools. The Skilled Trainer series provides practical guidance for those who've had some exposure to training and would like to take their career to the next level.



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Editorial Review

Review

"This is a very handy book to own if one is working in the area of training or performance management." It is particularly suitable for those who are new to the training function and is valuable for students in human factors." (*PsycCritiques*, 9/5/2007)

Review

"In this volume, Jean Barbazette--a true training pro--shares her tips and tricks for conducting a training needs assessment. Theoretically sound, yet infinitely practical, Barbazette guides trainers through each phase of a needs assessment, from starting the process to reporting the data to management. This book is an essential tool for both trainers who need to learn about needs assessment on-the-job, and students in academic courses on instructional design, needs assessment, and training."

--Saul Carliner, Ph.D., CTDP, assistant professor, Graduate Program in Educational Technology, Concordia University, Montreal, Quebec, Canada

From the Back Cover

In today's highly competitive business environment, trainers are under increasing pressure to justify every training dollar. They must have a clear objective of what their training will accomplish and a specific plan for reaching their goal.

In this important resource, renowned training consultant and author Jean Barbazette presents a step-by-step approach to successful training needs assessment. The author provides models and tools to help trainers become strategic and focused in order to achieve greater results. *Training Needs Assessment* will help any trainer go beyond the basics of asking a few questions in order to target their session. The book includes the critical information trainers need to select the right type of needs analysis and conduct the needs analysis appropriately. Training Needs Assessment also shows how to create a solid training plan that will help sell management on a program that will meet their business training needs.

Designed as a practical hands-on resource, *Training Needs Assessment* includes a companion CD-ROM filled with dozens of ready-to-use forms, templates, checklists, and data-gathering tools to diagnose learning needs.

Training Needs Assessment is the second volume in Pfeiffer's The Skilled Trainer Series.

"In this volume, Jean Barbazette—a true training pro—shares her tips and tricks for conducting a training needs assessment. Theoretically sound, yet infinitely practical, Barbazette guides trainers through each phase of a needs assessment, from starting the process to reporting the data to management. This book is an essential tool for both trainers who need to learn about needs assessment on-the-job, and students in academic courses on instructional design, needs assessment, and training."

—Saul Carliner, Ph.D., CTDP, assistant professor, Graduate Program in Educational Technology, Concordia University, Montreal, Quebec, Canada

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