

Assessing Laboratory Training Needs

This job aid accompanies the [Assessing Laboratory Training Needs](#) course. It provides a summary of how to apply [CDC Quality Training Standard #1](#), along with exercises to perform a training needs assessment for your laboratory training.

Performing a Training Needs Assessment

A training needs assessment (TNA) is a process used to identify the gap between the current and desired performance of laboratory staff, then selecting the best training solution to close the gap.

The process for performing a training needs assessment includes the following steps.

1. Determine the problem
2. Establish the assessment goal
3. Gather data
4. Analyze the data
5. Select a training solution

Determining the Training Problem

A problem can relate to a laboratory staff member's knowledge, skills, or abilities that require training. Write your training problem in the space provided below. **Note:** Laboratory leadership might provide insight into the training problem.

Establishing an Assessment Goal

Establishing an assessment goal helps align the TNA with your laboratory training goals, keeps you focused on the scope of the assessment, and ensures that the appropriate data are collected. Write your training needs assessment goal in the space provided below.

Gathering Assessment Information

By gathering preliminary information, you can gain insights into the audience's current knowledge, skills, and abilities. Select one or more methods from the list below that you will use to gather preliminary information. Then, in the space provided, describe which sources you plan to use.

<input type="checkbox"/> Learner analysis	
<input type="checkbox"/> Key informant interviews	
<input type="checkbox"/> Secondary data	
<input type="checkbox"/> Environmental scans	
<input type="checkbox"/> Other	

Collecting Data from You Learners

Based on the preliminary information gathered, you might find that additional information is needed to fully understand the needs of your audience. Collecting primary information from your audience can be an effective valuable tool for assessing laboratory training needs.

Select one or more methods from the list below that you will use to collect primary information. Then, in the space provided, list examples of how you will use these methods.

<input type="checkbox"/> Survey	
<input type="checkbox"/> Interviews	
<input type="checkbox"/> Observations	
<input type="checkbox"/> Other	

Data Analysis and Planning

After analyzing the data collected, you can determine the more effective training solution and modality. It is important to recognize that training is not always the best solution, or only solution. To determine whether training is necessary to address the problem effectively, consider using resources like the [Will Training Help?](#) flowchart. This will help answer the question: Will training help solve my training problem?

Select your response. Then, in the space provided, write your rationale. Yes No

Selecting the Training Modality

Based on the training needs assessment, which modality do you plan to use for delivering your laboratory training? Select one or more modalities from the list below.

- In-person, lecture-based training:** Learning takes place in person, typically within a training room or conference room.
- Virtual, instructor-led training:** Learning takes place in a live, online environment using a computer or other electronic device.
- eLearning modules:** Learning takes place within an online, self-paced learning program.
- Blended learning:** Learning is a combination of live and self-paced events.
- Laboratory demonstration:** Learning takes place within a real-world environment, such as a laboratory, to provide hands-on training.
- Panel discussion:** Learning is less formal and gained through discussions with experts from the field.
- Job aids:** Learning is referenced on-demand and as needed.
- Other:**

Why did you select this method for your training? Write your rationale in the space below.