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Creating a Training Needs Assessment For Your Laboratory

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Agenda

- Overview of a Training Needs Assessment
- How to develop a Training Needs Assessment
- How to collect data for a Training Needs Assessment
- Real World Examples of Training Needs Assessments

Objectives

After this basic-level instructional session, attendees will be able to:

1. Describe what a training needs assessment is, the data collection tools needed for a training needs assessment, and the steps taken to conduct one.
2. Identify, understand, and prioritize the training needs in the laboratory.
3. Understand and explore how needs assessment principles can be used to address training needs in the laboratory.
4. Apply proven strategies from past experiences to enhance participation rates in needs assessment surveys, ensuring comprehensive data collection.

Disclosure Statement

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Common Terms

- TNA
- Quantitative Data
- Qualitative Data
- Evaluation Tool
- Data Collection Instrument

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OVERVIEW OF A TRAINING NEEDS ASSESSMENT

What is a Training Needs Assessment?

- A **needs assessment** is comprehensive process that involves identifying the current needs and assets of an organization, community, population, etc.
- A **training needs assessment** is the process of identifying training needs and assets based on the assessment of current skills, knowledge and abilities within an organization.

Levels of Training Needs Assessment

1

Organizational

Understanding the gaps in skills, knowledge and abilities of the organization

2

Occupational

Understanding the gaps in skills, knowledge and abilities in an occupational group

3

Individual

Understanding skills, knowledge and abilities in an individual.

Why is it important to assessing your training needs?

Provides data –driven evidence

Provides clear organizational direction

Promotes organizational growth

How often should you conduct a Needs Assessment?

Short answer: **It depends**

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HOW TO DEVELOP A TRAINING NEEDS ASSESSMENT

Key components of Needs Assessment Report

- Introduction/ Background
  - The purpose and overall goal of your needs assessment. This section will also include the overall goal, purpose, and background information
  - Example:
- Methods
- Results/Findings
- Conclusions and Recommendations

Steps to Conducting a Needs Assessment

- Planning your needs assessment
- Developing questions and selecting relevant data collection tool(s)
- Conducting the needs assessment
  - Collecting and/or reviewing data
  - Analyzing the data
  - Use findings from data to determine training needs and trainings that should be offered to staff

How to Collect Data for a Needs Assessment

- When conducting a needs assessment, it is best practice to collect and use data to help inform your needs assessment
- This data will help answer the questions you have about what training does my staff or laboratory need? What type of training would be most helpful (e.g., laboratory competencies, leadership skills, etc.)?

How to Collect Data for a Needs Assessment (Cont'd)

- That brings us to the question of: What data do I need for to assess my laboratory's training needs? What data can I use?

- There are different types of data that you can collect and use to help plan and/or conduct your needs assessment

Primary vs Secondary Data Collection

Primary Data Collection

- Consists of real-time data that you or someone from your team collected first hand through some type of data source
- Data sources include surveys, observations, interviews, etc.

Secondary Data Collection

- Consists of data previously collected/gathered by another person, organization, or agency
- Data sources include websites, journal articles, reports, books, and government publications

Primary vs Secondary Data Collection (Continued)

Strengths of Primary Data Collection

- Data that is specific to you and your laboratory
- More control over your data and how it's used to inform training and workforce development needs

Weaknesses of Primary Data Collection

- Time and labor intensive
- Raw data

Primary vs Secondary Data Collection

Strengths of Secondary Data Collection

- Less time-consuming and labor intensive
- Variety of data and resources to assess

Limitations of Secondary Data Collection

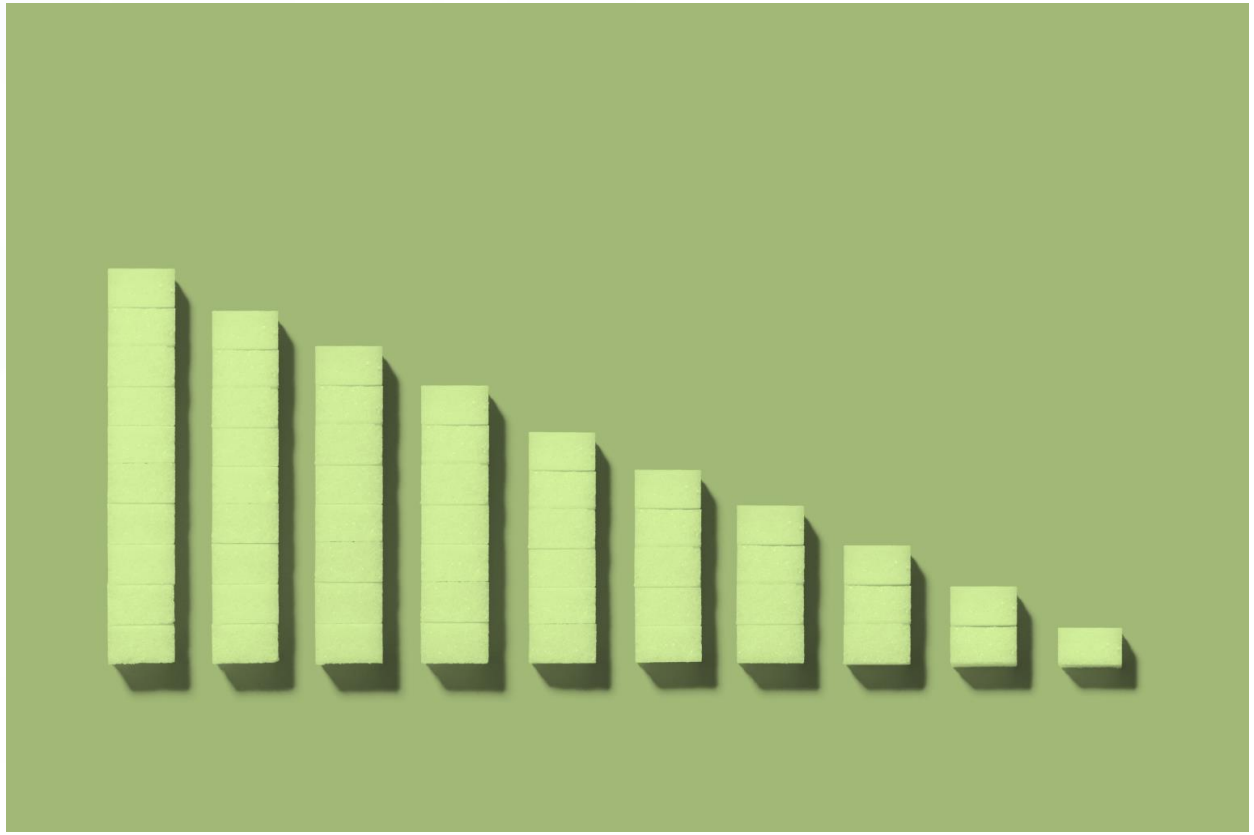
- Data may not be specific to your laboratory
- Data is not real-time

Quantitative vs Qualitative

Quantitative data is numerical data and information that is gathered.

Examples:

- The percentage of entry-level staff that passed the Packing and Shipping course.
- The number of laboratory managers and supervisors that have taken a leadership course.



Quantitative vs Qualitative (Continued)

Qualitative data is non-numerical data and information that is gathered.

Examples:

- Observing how entry-level staff pack and ship a Category A specimen.
- Interviewing laboratory managers and supervisors before and after taking a leadership course to hear more about their thoughts and attitudes around their leadership skills.

Examples of Data Collection

Type of Evaluation Tool	Format	Qualitative or Quantitative	Examples	Strengths	Limitations
Surveys and Questionnaires	Paper or Electronic	Both	Training evaluations; Course surveys; pre/post-survey	Cost friendly; Convenient and easy; Can be completed at anytime	Only so much information you can get in a survey or questionnaire
Interviews	In-Person, Phone, or Video Conferencing	Qualitative	One-on-one interviews	Provides more data	Scheduling; Analyzing the data can be more time consuming
Focus Groups	In-Person, Phone, or Video Conferencing	Qualitative	Lead trainer may reach out to those who took a recent leadership training to get insight on how useful the training was for laboratory managers and supervisors	Provides more data	Scheduling; Analyzing the data can be more time consuming

Examples of Qualitative Data Collection

Type of Evaluation Tool	Format	Qualitative or Quantitative	Examples	Strengths	Limitations
Records (e.g., attendance, etc.)	Paper or Electronic	Quantitative	Attendance sheets for an in-person training or workshop	Convenient in that participants do not have to complete anything	May be difficult to obtain
Registration Forms and Sign-In/Sign-Up Sheets	Paper or Electronic	Quantitative	Event or training registration forms; Zoom registrations	Provides a quick snapshot of data that doesn't require heavy analysis	Will need additional data to help highlight an organization's training efforts
Observational	In-Person or Video Conferencing	Qualitative	Observing how entry-level staff pack and ship a Category A specimen.	Allows the opportunity to observe and capture information that is often lost in surveys, forms, or records	Potentially some bias as participants know they are being observed

Question and Answer

Presenter Contact Information

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Thank you!

Resources:

- Need Assessment Checklist