TRAINING NEEDS ASSESSMENT

Reading
Goldstein & Ford, Chapter 3

Terms you should know. At the end of this section you should be able to define and provide an example of the following terms without using your notes.

Gap Analysis .................................................................

SHOULD .................................................................

IS .................................................................

Gap .................................................................

Person Problem .................................................................

Situational Problem .................................................................

Group Problem .................................................................

Intervention .................................................................

Stakeholder .................................................................

Task Analysis .................................................................
Task

Task cluster

KSA

Physical Fidelity

Psychological Fidelity
Individual Performance Analysis

Describe discrepancy

Personal

Situational
Concepts you should understand. At the end of this section you should be able to...

1. List and describe the goal/purpose/benefit of a training needs assessment.

2. Describe what is meant by gap analysis.

3. Describe and give an example of the following elements of a Workgroup/Organizational Analysis.
   a. Organizational analysis
      i. Organizational support
      ii. Organizational analysis.
      iii. Requirements analysis.
      iv. Task Analysis.
   b. Person analysis.
4. List and identify the key elements of a complete task statement.

5. Identify poorly developed task statements and identify what is missing from improperly developed statements.

6. List what is meant by the term *Psychological Fidelity*, and why is it important to consider this when doing training?

7. List what is meant by KSA-Task linkage? Why is this important? How is the information used?

8. Describe how you determine which KSACs should be the focus of a training intervention.
Activities you should master.

1. Evaluate each of the following statements in terms of completeness.

   a. *Writes on the blackboard.*
      
      i. Complete?
      
      ii. If not complete, what is missing?
      
      iii. Rewrite this statement to make it complete.

   b. *Bakes cakes for desserts in the restaurant.*
      
      i. Complete?
      
      ii. If not complete, what is missing?
      
      iii. Rewrite this statement to make it complete.

   c. *Fixes automobiles to make them safe and to keep people from having accidents.*
      
      i. Complete?
      
      ii. If not complete, what is missing?
      
      iii. Rewrite this statement to make it complete.

   d. *Required to behave in a friendly manner.*
      
      i. Complete?
      
      ii. If not complete, what is missing?
      
      iii. Rewrite this statement to make it complete.
e. To determine student knowledge of the content of the course in statistics, develops, administers, and scores paper and pencil tests and quizzes using commercially available testing software.

   i. Complete?

   ii. If not complete, what is missing?

   iii. Rewrite this statement to make it complete.

2. Write three potential task statements for driving a car. Be sure to include the elements of a complete task statement: How, What, Why.

   1. 
   2. 
   3. 