**ADDIE Model: Needs assessment analysis**

An effective training program delivers the information that employees need to do their jobs effectively in the short term. But you must be thoughtful about what is needed and also what short and long term effects it will have.

In this stage we determine the answers to many questions:

Which subjects should be taught?

What type of educational activities do employees prefer and which are the most effective?

What resources do we currently have in each department for carrying out the training?

How often should classes be conducted?

Does any training need to be outsourced?

Are there any language or special training needs?

Use the Needs Assessment Worksheet