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| Training Gap IdentificationThis worksheet is used when an individual, group, or organization determines that a lack of knowledge or proficiency requires formal training (i.e., documented training with defined learning objectives and training materials), but no such training currently exists. It defines basic information about the training gap that is sufficient to determine the scope and priority of the assignment, and to decide which training function should receive the tasking. |
| 1. | Describe the lack of knowledge or proficiency the Instructional Development Team wants to correct. |
| 2. | What basic topics does the Instructional Development Team think should be covered in the training? |
| 3. | How are employees learning the knowledge, skills, or tasks right now?  |
| 4. | Would the Instructional Development Team categorize this as familiarization/awareness/overview training, basic procedures/skills training, advanced procedures/skills training, or specific task training? |
| 5. | Who does the Instructional Development Team think will need this training? |
| 6. | Where does the Instructional Development Team think this training is needed (at what installations and work locations)? |
| 7. | Names/Departments of Contributors to this Worksheet: |