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| Needs Assessment  A needs assessment is the process of determining if there is a need to improve performance and, if so, in what area and to what extent. Conducting a thorough needs assessment is critical to the development of successful instruction. |
| A good needs assessment helps establish:   * The existence of a need for instruction * The type of instruction needed to solve the problem   Once the necessary information is collected and analyzed, the Instructional Design Consultant can develop potential solutions for addressing the problem.  The purpose of a needs assessment is to ensure that the stated problem or identified deficiency can be solved with instruction and, if so, determine what instruction is needed. Instruction will only solve performance deficiencies that occur when a learner lacks the knowledge, skills, abilities, and/or attitudes required to successfully perform the task.  See Action Mapping Flowchart to determine if training is needed.  If the identified performance deficiency is not a result of a lack of knowledge, skills, abilities, or attitudes, instruction cannot solve the deficiency, and thus there is no need to proceed further with the course. |