



NEEDS ANALYSIS WORKSHEET

The purpose of a needs analysis is to identify topics where there are opportunities for improvement in current public works organizations and/or workforce knowledge and skills and bridge those gaps.

TOPIC

TYPE

- ☐ Industry-related such as the economy, technology, new laws and policies and changing workforce demographics.
- ☐ Task-related such as key tasks, competencies and skills that are required to perform a specific job.
- ☐ Other:

CURRENT KNOWLEDGE

HOW IDENTIFIED

- ☐ Direct observation
- ☐ Questionnaires
- ☐ Consultation with persons in key positions and/or with specific knowledge
- ☐ Review of relevant literature
- ☐ Interviews
- ☐ Focus groups
- ☐ Assessments/Surveys
- ☐ Records and report studies
- ☐ Work samples

WHAT IS THE CURRENT KNOWLEDGE

GOAL

EXAMPLES

- Promote better understanding
- Improve skills, competencies or capabilities
- Solve a problem
- Remaining competitive/up to-date
- Future growth

GOAL

KEY TAKEAWAYS