



C. L. Russell Group, LLC

'Designing Training With Your Industry In Mind'

TRAINING NEEDS ASSESSMENT/ REQUEST FORM

Date

Please complete this form to the best of your ability. The last section of this form includes additional detail section; please utilize this area to include any additional information you feel is important to help us better assess your needs. You can also attach any existing documents or resources.

Your Name: (First, Last)

Date Requested:

Company:

Target Live Date"

Department:

Content Detail

Topic. What is to be trained? Example: Construction Equipment, Procedures, etc.

Topic Summary. Summarize what the training is about and the purpose of the training.

WHY? Why are we creating this training program?

WHAT? What do the learners need to accomplish from this training?

Who is the audience? Who is expected to receive this training?

How many people are expected to receive this training?

Is the training a reoccurring training or a one time training?

Prerequisites. What training or additional information learners must have to complete this course?

Objective. Please provide between 3-6 tasks or concepts learners should receive from the training program.

What is the expected length of the training? Specify in minutes, hours or days.

ASSESSMENT & EVALUATION

Does the training include Certifying the learner in the subject for compliance or other legal reason?

Yes

No

Regulatory Body:

Name of Certification:

Is a final assessment or quiz required for this program?

Yes

No

Do you require the results of the final assessment or quiz to be graded?

Yes

No

TRACKING & REPORTING

What should be tracked and/or reported?

Certification Results

Assessment or Quiz Results

Training Completion

KEY CONTACTS - Please list all subject matter experts.

Primary Contact Name: Phone #: Email Address:

Primary Contact Name 2: Phone#: Email Address:

APPROVAL AUTHORIZATION - Please provide names required to approve training once completed.

Name: Phone #: Email Address:

Name: Phone #: Email Address:

Additional Information/Details

Thank you!