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**Assessment 11-1****Learning Needs Assessment Sheet**

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**Instructions:** Use this form to take notes during interviews with stakeholders in the client organization to assess the needs of both learners and the organization itself. Be sure to understand the person's response to each question before you write a summary, and assure the interviewee that his or her comments will be both anonymous and confidential.

1. How do you define time management?
2. How would you assess your own time management skills?
3. In your role in the organization, how would you benefit from time management training?
4. Would training in time management benefit the organization at this time? Why or why not?
5. How would you assess the time management skills of others in the organization?
6. What specific behaviors have you observed regarding organizational skills and productivity that should be addressed in a time management course?
7. How do you prefer to receive time management training?
8. How interested are others in the organization in receiving time management training?
9. Should all the employees in the organization receive time management training or only select groups? Why?
10. How should time management training be marketed internally to draw attendees?
11. What desired results would you like to see for the organization after time management training?
12. What else can you tell me about your training needs at this time?
13. What are other factors for success that could affect time management training?
14. What questions do you have for me?

At the end of the interview, thank the person for his or her candid responses to your questions. Reassure the interviewee that the information will not be quoted by name, just combined with other participants' responses to analyze common themes. Explain that the time management training will reflect the priorities of those interviewed.

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