

The information provided in this form will be used to customize a training program to meet your specific goals and objectives.

Company Information

Company Name

Contact Information:
(Name, Title, Contact Information)

How did you hear about us?

Internet Search

Referral

Professional Association

Print Advertisement

Internet Advertisement

UCI DCE Website

Other

Training Needs Analysis

What are the specific reasons for this training request?

Who is requesting this training?

The target audience

Senior Leadership

Department

Other

Who is sponsoring this training?

The target audience

Human Resources

A Specific Department

Management

Training & Development

Other

What behaviors would you like to see change as a result of this training?
What should employees be able to know and to do as a result?

What are three things you do well?
What are three things that you would like to see improve?

Is there a new process or standard being put into place that will replace a current one?

Are there existing best practice examples and/or company processes or templates that you would like to be included in this training?

If yes, please describe.

If not, would you like us to provide industry-standard templates?

Audience Profile

Who is the audience?

What are the job titles / departments
of the audience?

What are the primary role(s) /
function(s) of the audience?

What is the anticipated number of
attendees?

What are the experience levels,
education, etc. of the audience?

What is the general attitude of the
audience for additional training?

Do employees perceive training as necessary or useful? What is their motivation?

Do they have the confidence and cognitive ability to handle the subject matter?

Do you provide other training for this audience?

If yes, please describe. (What has worked well and not as well for this audience? Lessons learned.)

Is this training mandatory or voluntary?

If mandatory, what are the consequences for not participating? If voluntary, what is the motivation for the audience to attend this training?

How is training and application of training supported in your organization?

(e.g., Do managers support attendance and uninterrupted participation? Do managers provide feedback, goal setting and application of learning to work opportunities? Are there incentives related to participation in training? Are there follow up initiatives in place?)

Do you want employees to earn grades and credit?

Delivery

What is the desired date(s) / time frame to begin training?

Is there a deadline that the training needs to be completed?

What is the preferred training delivery method?

Traditional / Face to Face
Online (Asynchronous)
Blended / Hybrid
Other

Online (Synchronous)
Flipped

Marketing

Would you like assistance in marketing this training to employees?

Yes No Undecided

If yes, please check all that apply:

Eblast Flyer
Information Session Webinar
Other

Partner with UCI Corporate Training:

Connecting the business community with the resources available at UCI

UCI Corporate Training is your portal to the rich resources to help with your workforce development issues. Let us connect you to all the services and talent your business needs to succeed.

Enterprise-wide Training and Education
Human Resources Support
Community Involvement
Advanced Degrees

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