

# ETP TRAINING NEEDS ASSESSMENT

COMPANY NAME: \_\_\_\_\_

## Objective of the Training Needs Assessment:

*ETP funded training is aimed at retraining workers in companies facing out-of-state competition in the skills necessary to compete in today's high-tech economy. ETP wants to ensure that the training is justified by the company's need to train its employees to remain competitive. ETP is committed to making sure that the Training provided is customized to the needs of the business and its employees.*

*This form is designed to conduct a Training Needs Assessment of the company and its employees to understand the current business drivers, reasons for implementing new technology and the resulting need to train employees in new technology. Your feedback is critical to developing a curriculum that meets your needs and one that will enable us to train your employees to become immediately productive in your environment. Please take a few minutes to answer the questions below. If you would like to provide detailed answers to any question, attach extra pages at the end of the form.*

## Detailed Subject Requirements

Keeping your business goals in mind, please identify the subject areas in which your employees need to be trained. Your answers will help us customize the curriculum to directly meet your needs.

Subject Area	Yes	No
Analyzing the project environment		
Determining task dependencies and schedules		
Defining clear project goals and measurable deliverables		
Creating the work breakdown structure for the project activities		
Estimating task duration and work		
Assigning and analyzing costs and resource use		
Developing risk management plans		
Producing the implementation plan		
Creating project plans and templates		
Defining activities, costs, risks and overall project scope		
Assigning resources and resolving conflicts and over-allocations		
Optimizing and fine-tuning project plans to finish on time		
Tracking and recording project progress and responding to updates		
Gauging project performance and identifying trends and problem areas		
Placing tasks and projects back on schedule		
Introduction to Project Management		
IT Project Management - Project phases and SDLC		
IT Project Planning and scope		
Time and cost management for IT Projects		
Quality and risk management for IT Projects		

## Training Delivery Methods

In our experience delivering high-technology training, the most effective method is a combination of Class Lecture and hands-on lab on the computer. In addition, some employees bring sample

problems that they use during the hands-on lab exercises. This enables them to directly apply the skills learned to specific company functions. In addition to these methods, please tell us how you would like us to train your employees:

\_\_\_\_\_  
Signed:

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date