



### INSTRUCTIONS:

Once you have identified knowledge/skill deficiencies in your target audience through quantitative and qualitative means, answer the questions below for each of the deficiencies to identify any performance issues that might not be resolved through training.

Please note that “NO” answers indicate potential performance issues that fall outside of the training purview and may require action in place of or alongside training to address effectively.

Analysis Question	Answer		Potential Performance Issue
Does the target audience know that this knowledge/skill is important to succeeding in their jobs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Communication
Does leadership reinforce the importance of this knowledge/skill?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Communication
Does acquiring this knowledge/skill require interaction with people to learn and practice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Communication
Does the target audience have access to appropriate tools and resources to implement this knowledge /skill on the job?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Systems
Does the current system support and reward the desired knowledge, skills, and behavior?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Systems
Does the target audience have the ability to acquire this knowledge/skill?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Audience Readiness
Does the target audience have the desire to acquire this knowledge/skill?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Audience Readiness