Training Requirements Template

1. Description of the change

*Describe the goals/learning outcomes of the training.*

1. List of audiences that require training

*Who needs training? Is the training going to be the same for all audiences or do different audiences need different kinds of training?*

1. Training requirements (complete this section for each audience; e.g. managers, employees, by department or area, students, etc. as listed in item 2)

Is the needed training focused on change management itself (coaching) or is it going to focus on

* Dealing with transition
* Personally dealing with change
* Succeeding in a changing environment
* Managing resistance (supervisors and sponsors)
* Big picture overview of the new environment
* Basic or requisite skills/knowledge
* Temporary work processes
* Handling exceptions
* Process skills/knowledge
* System skills/knowledge
* Technical skills/knowledge
* Organizational skills/ knowledge
* Problem resolution

1. Delivery channel requirements

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| --- | --- | --- |
| **Skills needed:** | **Delivery channel:** | **Timeframe:** |
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1. Training development schedule
2. Training Roles

*Who is responsible for delivering what, when, how, i.e., training design, communication about training, training schedule, training itself*

1. Training Evaluation

*Evaluate the effectiveness of the training using survey tools, anecdotal evidence such as post-training skills/behavior, actual learning (testing), utilization*