

Training Needs Assessment

UPDATED APRIL 2022

Group Activity

1. Schedule a meeting with all staff who have the same role in WIC

- Those who have different roles, for example the WIC clerk, may participate in the activity, but training needs may be different from others. (See #7)
- Allow at least 30 minutes for this activity.

2. Ask each staff person to write down their ten most important training needs

- This can be done prior to the group meeting.
- Emphasize that the needs should be specific. For example, a training need listed as “breastfeeding” or “counseling skills” is too broad. “Strategies for talking with a breastfeeding mom who is requesting formula” would be an example of a more specific training need.

3. Ask each person to share with the larger group their ten training needs

- As each person is sharing, the facilitator will record each training need noting duplicate responses on a white board or flip chart.

4. Use sticky dots to vote on and prioritize the list of training needs

- Assign a large dot 5 points and smaller dots 1 point each. Distribute as many dots as you like to each person. Usually, one large and 5 small dots works well. If your group is smaller, you may want fewer dots.
- Instruct participants to place their dots on the list of training topics to vote on their priorities. They can distribute their dots amongst as many topics as they desire.

5. Make a new list of the training needs

- Based on the number of points given to each, place in order of importance.
- Take notes of the results to maintain a record of the training needs assessment session.

6. Brainstorm the needed outcomes or goals

- Identify the top 2-5 training topics from the needs assessment process. This will help as you plan for trainings to meet staff needs. (This may be best done at a separate meeting)

7. Identify personal needs for each staff member

- Have each person go back to their own personal list and circle one or two things that are a priority for them that didn't make the “top 5” list.

TRAINING NEEDS ASSESSMENT

- Work individually with each person on ways they may be able to meet these additional individual training needs.

8. Make sure you keep the commitments

- Check in regularly to review progress of staff trainings on topics identified by the training needs assessment process.
- Contact your State Consultant if you need help identifying trainings that meet the identified needs.

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