

**Using Needs Assessments to Set Learning Objectives**

**K = Knowledge**: What concepts, strategies, and ideas do your participants *understand* now (and what will they understand at the end of your training or specific session)? I.e. “best practices for social media,” or “why stories motivate action.”

**S = Skills:** What do your participants already know *how to* do? What do you want them to know how to do?

**A = Attitude:** Often overlooked. How should participants *feel* about the knowledge or skills or whatever else you’re training them on?

**Needs Assessment Questions**

* Why is the participant attending the training? What problem is the participant currently facing that they hope to solve?
* What knowledge, skills and attitudes does the participant already have?
* What goals does the participant have for the training?
* What does the participant need to have to feel safe in the learning space?

**Setting Learning Objectives**

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| --- | --- | --- |
|  | **Before** | **After** |
| **Knowledge** |  |  |
| **Skills** |  |  |
| **Attitude** |  |  |