

NEEDS ANALYSIS information gathering

Individual Analysis Tool: This type of tool can be completed by one individual for an individual LNA or by each of the members in a group.

	KNOWLEDGE				SKILL				CONFIDENCE				SUPPORT			
How do you rate yourself in each of these items	None	A little	Quite a bit	Loads	None	A little	Quite a bit	Loads	None	A little	Quite a bit	Loads	None	A little	Quite a bit	Loads
Use EXCEL																
Insert auto calculations																
Create your own calculations																
Create pie charts																
Change headings on all pages with one entry																

You have to understand the tasks the person does and ask a series of questions to determine if the gap is:

- knowledge
- skill
- confidence
- support.

The tool can be adapted and given to a manager and to peers to provide the same input against the same criteria.