

Handout 2: Why a Needs Assessment?

A Needs Assessment helps you to decide what kind of training you will conduct and to understand the skills and strengths of your kitchen. You are collecting information and then using it to make a decision; that's your needs assessment.

Before You Train: How do I know what is needed?

A Needs Assessment...

- ✓ Is an inquiry PRIOR to the training
- ✓ Helps you decide what kind of training you will conduct
- ✓ Helps you understand the skills and strengths of your kitchen
- ✓ Gives you an idea about what training topics are needed
- ✓ Provides you with the opinions and the levels of interest among your staff for a particular training
- ✓ Let's you know when people are available for trainings
- ✓ Communicates that you care about the diverse needs and skills of your staff