NEEDS ANALYSIS & EVALUATION IN ADULT EDUCATION &TRAINING

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Abstract

The overall goal for this assignment involves a series of interconnecting tasks. The first task centers around developing measurable goals for my professional work setting that are in direct line with my chosen core value, faith.   I accomplished the task by first reviewing my organization's short term goals and the courses of action that the organization has designed to reach the goals. My next logical step was to determine which goal consumes the biggest chunk of energy. In this case energy equates into time and effort. I arrived at the choice through reflecting on my core value, understanding that the ultimate short term goal for the program is already very much intangibly present. We need is to direct our efforts towards creating the parameters that will allow the goal to materialize.

Overview, Objectives & Goals

Developing personal goals for this course requires an honest look at where I am, where I want to go, who will be transitioning with me, and how will we transition together. Remember, instructors learn just as much during the teaching phase as the learner. Ideally, a positive feedback system is established and maintained throughout the teaching process. Just getting to the place is not the end though, you must ensure you don't go back to Egypt, so to speak. That comment about going back to Egypt is a simple metaphoric phrase, but the premise is very real. An Instructional System Design, ISD, must have built in, easily discernible, methods to continuously evaluate forward progression. I formulated the following objective as my first personal goal that I hope to achieve for this course:

1. Understand how to assess the needs of the the personnel in my organization according to their job function.

The above statement may seem like a simple task to perform. However, it is everything but that. My unit is a branch of a command known as Public Health Activity. A public health organization encompasses a variety of domains from which it's personnel operate to accomplish specific missions that collaboratively functions as one dimension of a multidimensional wheel. The number of tasks that accompanies even one dimension is a staggering number. That brings me to my second and third personal personal objectives for this portion of the course:

2. Gain a working knowledge of how to match the needs with the specific training tactic to bring about the desired individual and group learning results.

3. Create a baseline trend analysis report and subsequent reports that will allow me to evaluate learner's progress.

The next step was to take my affective and cognitive goals and formulate the following assessment plan:

Goals	Desired Outcome	Results	Improvement plan
Assist each team member with understanding the core competencies of each of their task	Each Team member will gain confidence that will enhance job performance.	Organization accomplishes 90% of the overall mission due to personnel's understanding of core competencies	Establish leader driven groups at each level to ensure new personnel are provided needed guidance to immediately get them in line with the forward moving progress.
Help personnel gain a working knowledge of capsulizing training for a specific task and then broadening the knowledge to cover other general tasks, creating an overlapping effect.	Personnel work smarter, not necessarily harder. Personnel experience a greater task focus due to overlapping training techniques which can create peripheral learning fields.	Smooth transition from task to task, or training to training. An agile minded workforce emerges with the capabilities to transition	Regularly, exercise a process commonly referred to as "cross walking", where the list of accomplishments are superimposed over the strategic plan, allowing for actual visualization of gaps
Ensure learners know how to create a baseline report that charts their initial knowledge of a task.	Personnel will understand the pace at which they master tasks and will know how to efficiently structure time to task ratio.	90 % or organization are competent workers; personnel experience 15% less idle time; increased productivity; increased work quality	Require personnel submit a quarterly review of reports.

References

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