

E-Learning Course Creation Request Form & Needs Analysis

As a first step to creating your e-learning course, please complete this form electronically and email it to Learning&Development@grhosp.on.ca.

The information you enter is meant to be a draft. The purpose is to provide us with a better understanding of the learning need and your goals and objectives in the creation of this course.

Requester/ Subject Matter Expert name:	
Today's Date:	
Learning topic:	
Background information: (What is driving this request? What need will this project fulfill?)	
Target audience (positions & departments):	
Stakeholders to be engaged:	
Target completion date:	
Is your target date flexible?	
What written content already exists that you want to incorporate into your course? (e.g. Policies, powerpoints, job aids, videos etc.)	

Needs Analysis

Performing a needs analysis is the first phase of creating any learning program. The purpose is to gather information relative to the learning needs and characteristics of your target audience.

This is often the most over-looked phase of designing a learning program and yet it is the most important. The more time you spend performing your needs analysis, the less time and resources will be wasted in the long run and the more effective the end result will be. The results from your needs analysis will inform the desired learning outcomes and will determine what actions you can take to reduce the current knowledge/performance gaps.

Ask yourself: "*What's the problem?*" and consider the following questions (point form responses are encouraged):

What is the current state as it relates to your course topic?	
What are the big problems?	
What are the reasons for the issues?	

What competencies are required of each employee to be able to achieve the objective(s)?	
What options are available that would help staff gain the necessary competencies and that would help address the problem (e-learning, classroom course, newsletter, policy, team meeting, on the job training, formal education etc.)?	
How do you want to evaluate the understanding and behaviour change that results from this learning?	
What obstacles/constraints are present (budget, resources etc.)?	
Is e-Learning the best way to achieve the results we want?	

Addition Comments: