# logo_web_2008Course Needs Analysis Form

**Environment, Safety & Health Division**

Please answer the following questions to the best of your knowledge. The information gathered will be used by the training department to determine the feasibility and priority of your project.

|  |  |
| --- | --- |
| Name:       | Extension:       Date:       |
| Course Name:       | Check one: New Course [ ]  Modification [ ]  |
| Refresher Training? Yes [ ]  No [ ]  | If yes, driver for refresher?       |
|  | Frequency of refresher?       |

Course Description:

Prerequisites:

Audience (estimate number of trainees per month):

Regulations pertaining to course:

Course contact/Subject Matter Expert:

Delivery method (check one): Classroom [ ]  Web [ ]  Practical [ ]  Job-aid [ ]

Are you aware of any existing training resources that can be leveraged to create the course?

Please briefly describe the justification to create/modify the course.

When would you like to see this course launched?

Are there any circumstances that should be considered when prioritizing this project?