# 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?