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Note generali	Revised edition of: A practical guide to needs assessment / Kavita Gupta ; updated and expanded by Catherine M. Sleezer and Darlene F. Russ-Eft, 2nd ed.
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Nota di contenuto	A Practical Guide to Needs Assessment; Copyright; Contents; List of Figures; List of Needs Assessment Toolkit Forms; Preface; Acknowledgments; Introduction; Purpose of the Book; Audience for the Book; Scope of the Book; How the Book Is Organized; How to Use the Book; Needs Assessment Toolkit; Part 1: Fundamentals of Needs Assessment; Chapter 1: Overview of Needs Assessment; Purpose; Overview; Similarities Among Needs Assessment Requests; Differences Among Requests that Lead to Needs Assessment; Benefits of a Needs Assessment; Five Approaches to Needs Assessment; Conclusion Chapter 2: Ideas and Models That Guide PracticePurpose; Related Toolkit Job Aids; Overview; Prioritizing Needs; Measuring Performance; Diagnosing the Causes of Poor Performance; Individual Performance Problems; Organizational Performance Problems; Diagnosing Systems; Advances Over Time in Knowledge About Learning, Training, and Performance; Conclusion; Chapter 3: Strategies for Collecting and Analyzing Data; Purpose; Overview; Data-Collection Methods;

Interviews; Focus Groups; Surveys; Observation; Documents and Artifacts; Photos and Videos; Data Analysis; Analyzing Quantitative Data

Other Useful Measures Reliability, Validity, and Trustworthiness Related to Data Collection and Analysis; Organizing Data for Decision Making; Conclusion; Part 2: Getting Down to Brass Tacks; Chapter 4: Knowledge and Skills Assessment; Purpose; Related Toolkit Job Aids; Overview; When to Use; Benefits and Drawbacks; Critical Success Factors; Key Phases; Phase 1: Gather Preliminary Data; Phase 2: Plan; Phase 3: Perform Training Requirements Analysis; Step 1: Develop Assessment Tools; Step 2: Collect Data; Phase 4: Analyze Data; Phase 5: Prepare and Present a Report; Conclusion

Chapter 5: Job and Task Analysis Purpose; Related Toolkit Job Aids; Overview; When to Use; Benefits and Drawbacks; Critical Success Factors; Definition of Terms; Writing Job Task Statements; Writing Standards; Key Phases; Phase 1: Prepare; Phase 2: Conduct Job Task Analysis Work Session; Phase 3: Develop and Present Job Training and Non-Training Recommendations; Conclusion; Chapter 6: Competency-Based Needs Assessment; Purpose; Related Toolkit Job Aids; Overview; When to Use; Benefits and Drawbacks; Critical Success Factors; Phases of a Competency Needs Assessment

Phase 1: Develop a Project Plan Phase 2: Conduct Behavioral Interviews; Phase 3: Construct Competency Model; Phase 4: Assess Gaps; Phase 5: Implement Model; Using Already Available Competency Models; Conclusion; Chapter 7: Strategic Needs Assessment; Purpose; Related Toolkit Job Aids; Overview; When to Use; Benefits and Drawbacks; Critical Success Factors; Key Phases of a Needs Assessment Project; Phase 1: Gather Preliminary Information About the Situation; Phase 2: Examine the External Environment; Phase 3: Examine Internal Environment; Phase 4: Chart Future Environment
Phase 5: Develop Performance Improvement Plan

Sommario/riassunto

A Practical Guide to Needs Assessment examines the role of needs assessment in framing people-related problems and performance improvement opportunities. Co-published with ASTD, the third edition of this book features the latest research findings in the field and updated information on technology-enhanced needs assessments. It addresses knowledge and skills assessment, job and task analysis, competency-based needs assessment, strategic needs assessment, and techniques for managing needs assessments. HR professionals, practitioners, and students will find this comprehensive guide essenti
