

# Training Needs Assessment

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## Group Activity

### 1. Schedule a meeting with all staff who have the same role in WIC

- Those who have different roles, for example the WIC clerk, may participate in the activity, but training needs may be different from others. (See #7)
- Allow at least 30 minutes for this activity.

### 2. Ask each staff person to write down their ten most important training needs

- This can be done prior to the group meeting.
- Emphasize that the needs should be specific. For example, a training need listed as “breastfeeding” or “counseling skills” is too broad. “Strategies for talking with a breastfeeding mom who is requesting formula” would be an example of a more specific training need.

### 3. Ask each person to share with the larger group their ten training needs

- As each person is sharing, the facilitator will record each training need noting duplicate responses on a white board or flip chart.

### 4. Use sticky dots to vote on and prioritize the list of training needs

- Assign a large dot 5 points and smaller dots 1 point each. Distribute as many dots as you like to each person. Usually, one large and 5 small dots works well. If your group is smaller, you may want fewer dots.
- Instruct participants to place their dots on the list of training topics to vote on their priorities. They can distribute their dots amongst as many topics as they desire.

### 5. Make a new list of the training needs

- Based on the number of points given to each, place in order of importance.
- Take notes of the results to maintain a record of the training needs assessment session.

### 6. Brainstorm the needed outcomes or goals

- Identify the top 2-5 training topics from the needs assessment process. This will help as you plan for trainings to meet staff needs. (This may be best done at a separate meeting)

### 7. Identify personal needs for each staff member

- Have each person go back to their own personal list and circle one or two things that are a priority for them that didn't make the “top 5” list.

## TRAINING NEEDS ASSESSMENT

- Work individually with each person on ways they may be able to meet these additional individual training needs.

### **8. Make sure you keep the commitments**

- Check in regularly to review progress of staff trainings on topics identified by the training needs assessment process.
- Contact your State Consultant if you need help identifying trainings that meet the identified needs.

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