



# A Practical Guide to Needs Assessment

By Kavita Gupta

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This thoroughly revised edition of the best-selling resource *A Practical Guide to Needs Assessment* offers a practical and comprehensive guide for practitioners who are responsible for

- Introducing a training program
- Creating adult education programs
- Assessing the development needs of a workforce
- Improving individual, group, organization or interorganizational performance in the workplace
- Implementing community, national, or international development interventions

Designed as a resource for practitioners, this book is filled with how-to information, tips, and case studies. It shows how to use data-based needs assessments to frame people-related problems and performance, improvement opportunities to obtain support from those who are affected by the changes, make effective decision, and increase efficiency.

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## A Practical Guide to Needs Assessment By Kavita Gupta Bibliography

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## **Editorial Review**

### **Review**

"Virtually anyone who senses that their workplace is not running as effectively as it could and desires to identify the areas needing improvement will be able to accomplish that by using (this book)..." (*Technical Communication*, 02/2008)

### **From the Inside Flap**

"One-stop shopping for the human resources practitioner. "Paula Dickerman, vice president of training, Cambridge Savings Bank Includes a FREE diskette with customizable job aids! How will approach your organizational dilemma? Start here! This how-to handbook is perfect for anyone seeking a methodical approach to needs assessment. You'll get a treasury of tools: worksheets, ready-to-use forms, and templates for planning a course of action. The accompanying disk, packed with job aids, enables you to customize materials for your own use. Whether you're an experienced trainer who's been conducting needs assessments for years, or a supervisor who wants to get to the root of job performance problems, this book has the tools for you! You'll learn how to:

- Overcome barriers to success
- Prepare interviews and surveys
- Accelerate the data-gathering process
- Identify competencies for effective performance
- Develop a long-term performance improvement plan

"Whether you're new to the process or a seasoned pro, Gupta's tools enable you to get the job done quickly and efficiently. Her clear writing and realistic examples are refreshing. It's all here."—Kathleen Shiels Tully, senior management education consultant, Fidelity Investments "This book will prove useful to new and experienced practitioners of the training arts and sciences. It's filled with practical ways to resolve step one: 'What training is needed?' Highly recommended."—Barry N. Rupard, director of training and development, Boston Mutual Life Insurance Company Gupta's guide answers your questions at every step along the route. How can you stimulate interest in your project? Which data-gathering method should you use? How can you analyze data and report on results? What can you do to tailor your recommendations to your audience? Get your answers here. No other resource tackles such a wide range of needs assessments. A Practical Guide to Needs Assessment has it all! Co-published with th

### **From the Back Cover**

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Designed as a resource for practitioners, this book is filled with how-to information, tips, and case studies. It shows how to use data-based needs assessments to frame people-related problems and performance improvement opportunities, obtain support from those who are affected by the changes, make effective

decisions, and increase efficiency.

The book details four approaches to needs assessment—knowledge and skill assessment, job and task analysis, competency-based needs assessment, and strategic needs assessment. It also describes techniques for collecting and analyzing data, strategies for managing a needs assessment, ethical guidelines, models and theories, and frequently asked questions.

The book's straightforward approach is designed to help new and experienced practitioners quickly get to the heart of the matter and apply the information right away. Those who are new to needs assessment will find throughout the book the worksheets, ready-to-use Toolkit Forms, and templates that can jump-start a needs assessment. Experienced practitioners will find the book filled with ideas from recognized thought leaders in the field as well as new resources and ways of collecting and analyzing data and engaging those who are affected by the changes.

## **Users Review**

### **From reader reviews:**

#### **Lorenzo Davis:**

Book is written, printed, or descriptive for everything. You can understand everything you want by a guide. Book has a different type. We all know that that book is important factor to bring us around the world. Next to that you can your reading ability was fluently. A reserve A Practical Guide to Needs Assessment will make you to possibly be smarter. You can feel a lot more confidence if you can know about everything. But some of you think this open or reading a book make you bored. It isn't make you fun. Why they might be thought like that? Have you trying to find best book or suited book with you?

#### **Patricia Smith:**

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#### **Bonnie Abramowitz:**

In this period globalization it is important to someone to obtain information. The information will make you to definitely understand the condition of the world. The health of the world makes the information better to share. You can find a lot of personal references to get information example: internet, newspaper, book, and soon. You will see that now, a lot of publisher which print many kinds of book. The particular book that recommended to you personally is A Practical Guide to Needs Assessment this guide consist a lot of the information from the condition of this world now. This book was represented how do the world has grown up. The dialect styles that writer use to explain it is easy to understand. Often the writer made some analysis

when he makes this book. Honestly, that is why this book ideal all of you.

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