



# 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 BankIncludes 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 recommAnded."—Barry N. Rupard, director of training and development, Boston Mutual Life Insurance CompanyGupta'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 recommAndations 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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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:**

#### **Raymond Roth:**

Here thing why this particular A Practical Guide to Needs Assessment are different and trustworthy to be yours. First of all reading a book is good however it depends in the content of it which is the content is as delicious as food or not. A Practical Guide to Needs Assessment giving you information deeper as different ways, you can find any reserve out there but there is no publication that similar with A Practical Guide to Needs Assessment. It gives you thrill studying journey, its open up your own personal eyes about the thing that happened in the world which is maybe can be happened around you. You can bring everywhere like in area, café, or even in your means home by train. Should you be having difficulties in bringing the branded book maybe the form of A Practical Guide to Needs Assessment in e-book can be your alternative.

#### **Clemencia Torres:**

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#### **Bryan Foxworth:**

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