# **Assignment: Training Needs Analysis (TNA) Report**

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| Student Name: \_\_Timothy D. Craggette\_\_\_\_\_\_\_\_\_ | Date: \_\_\_March 4, 2021\_\_\_ |
| Course Director Name: \_\_\_Dr. Barrett-Greenly \_\_\_\_\_ |  |

**About this Assignment:** This needs analysis will serve to inform your eLearning project planning and development. Since your project is a sample instructional product, be aware that this Training Needs Analysis (TNA) is an abbreviated version, to allow assumptions as needed.

**Directions:** Complete the below items (I-IV) in this report template. Instructions are provided for each section. Remember to reference the TNA Report Rubric.

1. **Learning Need/Instructional Scenario:**
   * Choose and describe a “realistic” instructional scenario with a problem or need (for the purpose of this course, think ahead of a problem that would benefit from an eLearning).
   * Consider a scenario that is manageable.

Describe your selected scenario here:

For houses of worship, online worship has become a necessary evil. Traditionally, worship is conducted within the confines of a worship hall, building, or some other brick-and-mortar structure. Due to COVID-19, many churches have to switch to online service and the transition has been difficult. For example, the church I’m currently helping to move them into online service, the average member’s age is 70 – 80 and technology isn’t second nature to them.

The learning need is to bridge the gap between in-person service and online service and it starts with the proper tools for a production studio. I intend to create an e-learning on the equipment needed to facilitate an online broadcast within an older, established church.

1. **Training Needs Assessment Form:**
   * Complete the Training Needs Assessment form here.
   * Review the TNA content in the course as well as the below resources if needed.

* [eLearning Needs Analysis (Sources, Methods, and Questions)](https://static1.squarespace.com/static/55861f1ae4b01ea9a58583a7/t/585ac556d1758e929b6524ae/1482343766431/E-Learning-Needs-Analysis.pdf)
* [why, who, how, what, and when](https://community.articulate.com/articles/how-to-do-an-e-learning-needs-analysis#:~:text=The%20outcome%20of%20a%20thoughtful,your%20e%2Dlearning%20training%20course)
* [eLearning Needs Analysis](https://thetrainingassociates.com/blog/elearning-needs-analysis/)

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| **Training Needs Assessment**   |  |  | | --- | --- | | Your Name: | Timothy D. Craggette |  |  |  | | --- | --- | | Client (school leader, company, etc.): | Arlington Forest United Methodist Church |  |  |  | | --- | --- | | Date: | March 4, 2021 |  |  | | --- | | 1. Subject Area (Problem/Need), Subject Matter Expert (SME), and Sources | | Subject Area: Build a production studio for online worship  SME: Myself  Source: Myself | | 1. Target Audience | | **60-70, M/F, interest in Facebook, YouTube, Apple, Lexus, Rolex, Tesla, Catholic, Christianity, Baptist, Judaism** | | 1. Determine the Desired State of Performance | | **Competency in producing a quality online broadcast** | | 1. Determine the Current Level of Performance | | **Churches can perform in-person worship but the technology and production skills to translate the service to online is lacking**   |  | | --- | | 1. Determine the Instruments and/or Methods for Analysis | | **Interview with organizational leadership**  **Interview from technical staff**  **Observations of past online services** | | |

1. **Analysis Results**

Describe your analysis results and identify the cause of any found performance gap here:

The elder of the church feels his church, and other surrounding churches, are missing the tools and training to meet the needs of their current members and their attempts to grow their membership, both offline and online. In the interviews with the volunteers, they are overwhelmed with the finer details of producing an online broadcast from remote locations and are frustrated with the complexity of not having the right tools or skills to meet the expectations of the elders and their board members. Lastly, in watching past live streams, the limitation of ZOOM as their service platform shows as some members are not comfortable with the closed environment and are dissatisfied with the final production output, like video quality and sound fidelity. Of all of the interviews, sound is the biggest issue and they want that fixed.

1. **Solution Proposal**

Describe your recommendation(s) here and why it is the best solution. Explain your proposed solution and goals (this information should support development of your Instructional Product).

The solution is to create a training that any house of worship could use to build a post-installation studio, no matter their budget. Sound over the internet is a huge concern, so the training needs to meet the desire to improve sound quality through the studio build.