

# Level Two Instructor/Facilitator Guide

	Darryl L. Sink & Associates, Inc. <b>The Instructional Developer Workshop</b>
TOPIC  Time Reference	<b>What You Do/What You Say</b> Needs Analysis Day One
Needs Analysis Introduction 9:45 – 9:47 PG page 11–13	Slide – Needs Analysis Refer the participants to page 11 in their binders. Ask them to read the introduction to needs analysis.
Case Study 9:47 – 10:10 PG page 15–21	Slide – Performance Problem Case Study Review the Case Study directions with the participants. Tell them not to turn pages in the Case Study unless they are directed to do so. Allow 20 minutes for participants to complete the case study. Slide – Performance Problem Case Study Debrief this activity by asking the questions on the slide and go over the answers.
Needs Analysis Definition 9:57 – 9:59 PG page 23	Slide – Needs Analysis Definition Refer the participants to page 23 in their binders. Ask them to take notes and give them the definition of needs analysis.  Needs analysis is the systematic effort to determine the difference between a model situation and the actual situation and to determine the type of performance problem/opportunity the differences indicate. As the differences are identified, they are evaluated to determine which differences deserve your attention. Slide – MAD Model Write the following MAD model on the flip chart.  <b>M – A = D</b>  Mastery - Actual = Difference