

# Learning Transfer Worksheet

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## Situation Analysis

What is your goal for this training?

What is your learning challenge?

What is the business need(s) driving this training?

What constraints do you have (physical and/or organizational)?

## Learner Profile

Who are your learners?

What do your learners know now?

## Needs Assessment Worksheet

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What are your learners' knowledge gaps?

### Performance Context

Where will your learners apply these skills?

### Tools Inventory

What tools will your learners need?

What resources currently exist for your learners?

What resources will need to be created?