

SME Needs Assessment General Questions For Project Planning

What is your vision for this training?	
What are the requirements from certification entities that are “musts”?	
Most common questions?	
What are areas that cause most confusion?	
What are most dangerous mistakes?	
What are the gaps between what they are supposed to do and what they actually do?	
Updates from previous training?	

New mandates?	
3 most important points to walk away with from training? Bumper sticker:	
Stories or examples to illustrate key points	
Where do you receive pushback?	
What do they need to know “cold”? Stop on the street and know immediately.	
Is there anything that is important but used infrequently?	

Rather than memorizing it, having a reference to look up would be more useful?	
Any “nice to haves”?	