# Future Needs Analysis Worksheet

# Introduction: How to Use This Tool

A needs analysis is an assessment of the organization’s current talent strengths and weaknesses relative to what is required to meet future business goals. A needs analysis is required to tie your high potential employee criteria to the business strategy. Understanding these needs will inform the purpose of your development program by providing a profile of the capabilities required. Use this template as a guideline when reviewing documentation and conducting interviews/focus groups to complete your needs analysis. Before developing your high potential employee criteria, ensure you have answered all the questions below.

A formal needs analysis is not always required; however, if you do skip it, a clear understanding of and commitment to the needs are still critical. Completing this template will help you identify any disparities that you still need to tackle.

### What are the strategic priorities for the business?

### Has the business model changed? If yes, what does the change represent?

### What gives your organization strategic advantage?

### What does management need to do to drive the strategy for the long term?

### What changes in behavior are required? Is this a whole new way of thinking? A slight shift? A reinforcement of current competencies?

### Identify any change in competencies (skills & behaviors) and experiences that managers need to be able to action the business strategy.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_