

MIT 542 Artifact

Product:

- UNCW Division of Student Affairs Training Needs Assessment

Context & Conditions

UNCW Division of Student Affairs Training Needs Assessment was completed as a requirement for my internship with the Department of Student Life Assessment within the Division of Student Affairs at UNC Wilmington, under the guidance of Dr. Mahnaz Moallem in the fall 2005 semester. This needs assessment was prepared for Dr. Matt Mayhew, the former Director of Student Life Assessment.

Scope

This project entailed developing a web-based survey instrument, collecting data from a variety of sources, conducting an analysis of the data and preparing the results of the needs assessment. The end product was a written report, which was submitted to Dr. Mayhew. Based on the results of the assessment, there was a performance gap and the recommended solution was to design and implement a training program with job aids. This project was completed within one semester.

Role

I worked alone to complete this project and acted as Assessment Specialist, SME, and Instructional Designer.

Reflection

This project helped me to become more familiar with the process of conducting a training needs assessment. It was an invaluable experience, although miscommunication about the timeline for product completion created a stressful situation, which could have easily been avoided. If I were to do this project again, I would be very clear about expectations regarding scheduling.