**Course Needs Analysis Form**

**ENVIRONMENT, SAFETY & HEALTH DIVISION**

Please answer the following questions to the best of your knowledge. The information gathered will be used by the training department to determine the feasibility and priority of your project.

Course Name:       Check one: New course [ ]  Modification [ ]

Course Description:

Prerequisites:

Audience (estimate number of trainees per month):

Regulations pertaining to course:

Course Contact/Subject Matter Expert:

Delivery Method (check one): Classroom [ ]  Web [ ]  Job-aid [ ]

Are you aware of any existing training resources that can be leveraged to create the course?

Please briefly describe the justification to create/modify this course:

When would you like to see this course launched?

Are there any circumstances that should be considered when prioritizing this project?