

Your Name and organization:

Date:

Organizational Context Analysis *Template*

This analysis template is designed to help you analyze the influences and constraints for your training institution or training department within your larger institution (an NMHS for most). The items should be answered reflecting how the training function operates and fits within the larger context. For guidance, please refer to the *WMO Guidelines for Training Providers, Chapter 3: Organizational context and training processes*.

The mission of your organization and how training contributes the mission

- *A general statement about the mission of the organization of which your department is a part*

Stakeholders

- *Who are your organization's primary and secondary stakeholders?*
- *What audiences of learners do you serve?*

How you promote your education and training services

- *Strategies you use internally and externally to promote your services within and outside your organization. How do you make your stakeholders aware of the services you provide?*

Factors causing change in regards to training in your organization

- *What political, economic, social, and technological changes determine how your organization will be doing training in the near future?*
- *What aspects of your organization are resistant to change?*

Trends in education and training that impact you

- *Which trends or innovations are you adapting to or implementing in how you conduct training?*

Your strategic learning plan

- *Do you have a strategic learning plan? If so, share how it describes your strategy for meeting organizational goals. If not, share any strategies that are important for your organization.*

Facilities and technologies

- *What key training facility and technological decisions have you made recently? Are they delivering the benefits anticipated? Why or why not?*
- *What new changes in facilities or technologies for training do you anticipate making in the near future?*

How do you ensure the quality of your training services?

- *List the procedures you have in place for quality assurance.*