

1. **EVALUATE EACH AREA:** Go through each area of the matrix and answer the key questions.
2. **ASSIGN CRITERIA:** Determine how well your current situation meets each criterion listed.
3. **SET PRIORITY LEVELS:** Mark each area with a priority level: High, Medium, or Low. Use this to identify which areas require the most immediate attention and resources.
4. **IDENTIFY GAPS AND OPPORTUNITIES:** Based on the completed matrix, identify the key gaps and opportunities that will inform your technology selection and integration strategy.

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| **ASSESSMENT AREA** | **KEY QUESTIONS** | **CRITERIA** | **PRIORITY LEVEL** |
| **STRATEGIC IMPACT** | How do current learning initiatives align with overall business objectives?
 | Clear alignment with strategic goals
 | High/Medium/Low
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| What specific business outcomes are we targeting (e.g., increased sales, improved retention, etc.)
 | Direct link to measurable outcomes
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| What risks do we face if we don’t address these?
 | Potential for risk or loss
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| **CURRENT CAPABILITIES** | What existing tools and technologies do we have, and how are they performing?
 | Current performance
 | High/Medium/Low
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| Are our current tools integrated with other systems (HRIS, CRM, etc.)
 | Integration capabilities
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| What are our current learners’ pain points (accessibility, content relevance, etc.)
 | Learner satisfaction and feedback
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| **FUTURE TRENDS** | What are the emerging skills critical to our industry in the next 3-5 years?
 | Alignment with future skill demands
 | High/Medium/Low
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| How do we anticipate our workforce and business evolving (remote work, digital transformation, etc.)
 | Preparedness for future changes
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| Which technologies are gaining traction or becoming standard in our industry?
 | Industry relevance and adoption
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| **RESOURCE AVAILABILITY** | What budget is allocated for learning technologies?
 | Budget alignment and needs
 | High/Medium/Low
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| What internal resources are available to support technology implementation and ongoing use?
 | Availability of support resources
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| **LEARNER NEEDS** | Who are our learners and what are their preferences (mobile, microlearning, social, etc.)?
 | Understanding of learner personas
 | High/Medium/Low
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| How do our learners currently engage with content and what barriers do they face?
 | Engagement and barrier assessment
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**Need help assessing your learning technology needs or evaluating what technologies in the market will help you achieve your goals?**

Reach out to Kiara@KiaraGraham.ca to discuss your learning needs or connect with me on LinkedIn www.linkedin.com/in/kiaramarion