

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 |
| What specific business outcomes are we targeting (e.g., increased sales, improved retention, etc.) | Direct link to measurable outcomes |  |
| What risks do we face if we don’t address these? | Potential for risk or loss |  |
| **CURRENT CAPABILITIES** | What existing tools and technologies do we have, and how are they performing? | Current performance | High/Medium/Low |
| Are our current tools integrated with other systems (HRIS, CRM, etc.) | Integration capabilities |  |
| What are our current learners’ pain points (accessibility, content relevance, etc.) | Learner satisfaction and feedback |  |
| **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 |
| How do we anticipate our workforce and business evolving (remote work, digital transformation, etc.) | Preparedness for future changes |  |
| Which technologies are gaining traction or becoming standard in our industry? | Industry relevance and adoption |  |
| **RESOURCE AVAILABILITY** | What budget is allocated for learning technologies? | Budget alignment and needs | High/Medium/Low |
| What internal resources are available to support technology implementation and ongoing use? | Availability of support resources |  |
| **LEARNER NEEDS** | Who are our learners and what are their preferences (mobile, microlearning, social, etc.)? | Understanding of learner personas | High/Medium/Low |
| How do our learners currently engage with content and what barriers do they face? | Engagement and barrier assessment |  |

**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