**Training Needs Analysis**

This analysis will help identify any training needs and/or skills development requirements that exist for current employees.

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| --- | --- | --- | --- |
| Employee name |  | Position |  |
|  |  |  |  |
| Prepared by |  | Position |  |
|  |  |  |  |  |
| Date |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Major tasks of position | Training / skills development required | If YES, identify what the training needs are | How will this be achieved | What date will this training occur | Who will deliver the training |
| YES | NO | ie; on the job, external training | ie; manager / supervisor, training provider |
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| What do we want to achieve in the period ahead? |  |
|  |  |  |  |
| Where do you/we see your career progressing the next two years? |  |
|  |  |
| How are we going to make this happen? |  |
|  |  |
|  |  |
| What will you need from the organization to help you reach your career goals? |  |

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| --- | --- |
| Employee signature |  |
|  |  |  |
| Date |  |  |

|  |  |
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| Managing Director signature |  |
|  |  |  |
| Date |  |  |