Training Needs Analysis Template

Name of Staff Member:	
Centre Location	
General	
1. Are you a new employee or a long-standing employee of the company?	
2. How long have you been in your present job?	
Confirmation of Current Details	
3. Do you have a duty statement for your job?	☐ Yes ☐ No (go to Question 5)
4. Is your job accurately described in the duty statement?	☐ Yes (go to Question 14) ☐ No
5. a) If no, what extra duties do you do that need to be added to your duty statement?	

5. b) What duties are no longer part of your job and can be deleted from your duty statement?

Job Analysis

6. Describe the tasks you regularly perform that are critical to carrying out your job effectively.

7. Describe the type of equipment you are required to use (for example, keyboard, machinery, tools of trade, etc).

8. Do you require a high degree of technical knowledge for your job?	☐ Yes ☐ No
9. How do you work?	☐ Alone ☐ Part of a team ☐ Other (please specify)

10.If you work as part of a team, do you perform the same or different work to members of your team?

11.To what extent does your job require you to work closely with other people, such as customers, clients or people in your organisation?	☐ Very little ☐ Moderately ☐ A lot
12. How much autonomy is there in your job, i.e. to what extent do you decide how to proceed with your work?	☐ Very little ☐ Moderately ☐ A lot
13. How much variety is there in your job, i.e. to what extent do you do different things at work, using several skills and talents?	☐ Very little ☐ Moderately ☐ A lot

Training Needs

14. To perform your current job: What training do you still need (either on-the-job or a formal course) to perform your current job competently (eg, Excel, bookkeeping, English as a Second Language, etc)?

15. To perform other jobs in the organisation: What other roles in the organisation would you be interested in doing if a vacancy became available (eg, transfer to another section, supervisor position, etc)?

16. To perform other jobs in the organisation: What training or experience would be required (eg, machine operation, negotiation skills, Occupational Health and Safety Awareness, etc)?

Future Development Needs

17. What are your career aspirations?

18. What training or development do you need to help make this happen (eg, external degree study, formal meeting procedures, leadership training, etc)?

Recognition of Prior Learning

19. What training have you attended within the last three years? (This will help identify if any training sessions have been missed or if any refresher training is required.)

20. What training or skills have you acquired outside your current job that may be relevant to the wider organisation?

Action Plan

Agreed training and development to be provided over the next 12 months:

(Record the details of training courses, on-the-job experiences, buddy systems or mentor arrangements, and include the recommended dates the staff member can expect these to occur.)

Training	Date

Signature of Staff Member: Date

Signature of Supervisor: Date