**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 |  |  | | |

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| 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? | | |  | | | | | | |
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| Where do you/we see your career progressing the next two years? | | |  | | | | | | |
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| How are we going to make this happen? | | |  | | | | | | |
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| 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 |  |  |