Training Needs Analysis Template

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No of Employees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rank the skills required as follows: 1=Essential; 2= Required; 3=Beneficial

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Role / Department | Key Skill Gaps Required in this role | Priority Ranking | No of Staff in Role/Area | Number to be trained | Proposed Dates of Training |
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Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LINE MANAGER/GM/MD/CEO