

Learning, Training and Development

Needs Analysis Form

Name	_____	Managers Name	_____
Department	_____		
Telephone	_____	Telephone	_____

Guidelines

One of the main purposes of developing people is to help achieve improved workplace performance. To ensure that training is effective, this form has been developed to enable you, with your manager to define development needs that relate to your current and proposed future duties. It will also help to evaluate the success and value of training undertaken (when used in association with the 'Training & Development Link' form).

This process should be an integral part of the annual appraisal and quarterly review. This will enable training activity, departmental release, cover etc. to be planned by you, your department and the Training Department.

Once completed this form will be used by your manager to formulate your departments' training Plan. If your manager needs any assistance in identifying training/ development needs or appropriate method for your preferred learning style, they will talk it over with the Training Manager.

The completed forms will be audited and reviewed on a random basis to measure the long term effectiveness of the training process.

Review Dates

	Qtr. 1	Qtr. 2	Qtr. 3	Next Appraisal
Planned				
Actual				

	Current Performance	Required Performance	Relevance of Activity	Personal Development Required	Responsibility	
	Describe your current performance in relation to your Goals and Objectives.	Describe what you need to be able to do and to what standard.	Describe how this is related to your departments Goals and Objectives.	Describe how this change is going to be achieved.	Who does what and by when.	Initials: Manager & Individual
1						
2						
3						