



RAPIDBI

KNOWLEDGE • UNDERSTANDING • ACTION

Personal Training Plan 2004/5

Output of analysis

Personal Information		Business Information	
First Name	<input type="text"/>	What is your Business Unit?	<input type="text"/>
Last Name	<input type="text"/>	Geographic Location	<input type="text"/>
National Insurance Number	<input type="text"/>	Date of Training Needs Analysis discussion	<input type="text"/>
Occupation / Job Title	<input type="text"/>		
Date of Birth	<input type="text"/>		
Your employee number	<input type="text"/>	Line Manager/ Reviewer	<input type="text"/>

Safety Management - IOSH

What Safety Management Training do you need?

- Not Applicable for me
- All relevant training undertaken
- One day Induction programme
- Two day for Professional/ technical
- Three Day - middle manager
- Four Day IOSH course

Current safety Training needs are:

Priority 1

Priority 2

Priority 3

Target Date

Done

Duration Hrs

Authorised by

Interpersonal and Communication Skills

	Not Applicable	OK for Role	Urgent Specific Need	Longer Term Need
Presentation Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report Writing Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Influencing Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Sensitivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Target Date	Done	Duration Hrs	Authorised by
Presentation Skills				
Report Writing				
Influencing Skills				
Team Skills				
Interpersonal Sensitivity				

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	<i>Not Applicable</i>	<i>OK for Role</i>	<i>Urgent Specific Need</i>	<i>Longer Term Need</i>
Conducting Interviews	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conducting Appraisals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Setting SMART Objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Giving & Receiving Feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discipline & Grievance Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current HR Policy Awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T & C of Employment - Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T&C of Employment - Operatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

People Management Based Training Needs

Where you have indicated that training on the above is required please list your training objectives in the SMART format below. Where no objectives are stated it will be impossible for us to develop solutions for you.

	Target Date	Done	Duration Hrs	Authorised by
HR Need 1				
HR Need 2				
HR Need 3				
HR Need 4				

Core Business Competencies

Business Competencies

	OK for Role	Urgent Specific Need	Longer Term Need	Not Applicable
Planning Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing Resources People	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing Resources Time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing Resources Money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business and People Process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing Change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Under Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing Relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Influencing Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Negotiating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Achieving Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Core Business Competencies

Planning Work

Resources - People

Resources - Time

Resources - Finance

Business & People processes

Managing Change

Working Under Pressure

Managing Relationships

Influencing Others

Negotiating

Achieving Results

Building Value

Target date

Done

Duration Hrs

Authorised by

	OK for Role	Urgent Specific Need	Longer Term Need	Not Applicable	Important to role?
Purchasing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expencc management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fleet Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Mgt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timekeeping system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intranet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payroll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appraisal Sys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other IT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Business IT Systems

Target
date

Done

Duration
Hrs

Authorised
by

Purchasing System

Expense
management

Fleet Management

Project
Management

TimeKeeping
System

Intranet

Knowledge
Management

Payroll

HR System

Telephone System

Other business
System

Appraisal System

Other IT Systems

Desktop Software

Good IT skills are essential in the modern working environment. The drive to up skill staff in IT skills will enable the company to continue it's rapid growth and achieve it's strategic objectives. Acquiring a range of IT skills will enable you to work more effectively.

	OK for Role	Urgent Specific Need	Longer Term Need	Not Applicable
Windows Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Windows Explorer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power Point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet Explorer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outlook - Diary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outlook - email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remote Access - EGAP/ CITRIX etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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IT SMART Objectives

Desktop

Explorer

Word

Excel

Powerpoint

Access

IEplorer

Outlook Diary

Outlook Email

Remote Access

Target date

Done

Duration
Hrs

Authorised by

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Please
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Additional Qualifications Needed/ Desired - For Your Current or Next Role

Hold all relevant	Hons Deg +/- Professional/ Level 5	HNC/D/ Degree/ Diploma/ Level 4	ONC/D/ Certificate/ Level 3	C&G/ Trade/ Level 2	Not Applicable
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What professional development is desirable for your role?

I Require Off-the-job (course based) Professional Development this coming year Yes No

I Require Off-the-Job (course based) Technical Training for my role this coming year Yes No

Professional Development Needs

What development do you need to maintain or develop your current professional status. E.g. to become Incorporated, Chartered, Accredited etc.

Professional Need 1

Professional Need 2

Professional Need 3

Target Date

Done

Duration Hrs

Authorised by

Technical (Job Skill or Functional) Training Needs

Technical Need 1

Technical Need 2

Technical Need 3

General Training Needs

GT Need 1

GT Need 2

GT Need 3

Target date

Done

Duration Hrs

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Comments

Empty comment box

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My Action Notes

Empty action notes box

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