

Training needs analysis

Job or task:

Goal	Job or task criteria	Requirements	Current position	Gaps identified	Training required	Timeline for completion
What goals do you want to achieve?	Which criteria will help you to achieve this goal?	Identify the specific knowledge, skills and abilities that are required.	Measure the current knowledge, skills and abilities of employees.	What are the gaps in learning and development?	What training is required to close the gaps identified?	Decide on priorities and establish clear timelines for completion.