

# Training Needs Assessment and Action Plan

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Length of Time on the Job: \_\_\_\_\_

## Steps in identify training needs (to be done by both the supervisor and the employee):

1. Review the job description focusing on key tasks of the job.
2. Determine the skills and knowledge required to perform each task.
3. Identify any skill or knowledge "gaps" where the employee requires training.

Key Job Tasks	Skills/Knowledge Required	Skills/Knowledge Gap Identified

Type of Training Required to Fill Skills/Knowledge Gap	Training Budget	Priority: High, Medium, Low	Date for Training Completion
New employee orientation			
Safety course			
On-the-job			
Job shadowing/Buddy system (more experienced co-worker shows new employee the "ropes")			
Apprentice training			
Job rotation/Cross training (employee gets to experience other jobs within workplace)			
Coaching/Mentoring (supervisor takes employee "under their wing" and teaches and guides them in their development)			

Type of Training Required to Fill Skills/Knowledge Gap	Training Budget	Priority: High, Medium, Low	Date for Training Completion
Self-directed study (books, CDs, DVDs)			
External workshop/seminar/conference			
On-line course (training learned via the internet)			
Continuing Education (offered through high schools, community colleges and municipal recreation departments)			
College/University			