

Training Needs Analysis (Team/Unit/Program)

Team	
Team Leader:	

What are the general issues facing the team?

What are the team objectives?

What new systems, processes, equipment, knowledge or skills are required for the team to deliver on the on the objectives?

What training needs have been identified for the team?

Confirmation of Current Duties:

	YES	NO
1. Do all staff have a current job description? (see attached staff list)		
2. Do the job descriptions accurately describe the jobs/duties to be undertaken?		
2a. If no, what extra duties or changes need to be added to the job description?		
2b. If no, what duties are no longer required and can be deleted from the job description?		

Training Needs:

To perform effectively as a team, what training or learning do you still need to access to ensure competency and achieve your objectives?

How could this be provided?

Please identify any elements essential for a rolling programme of mandatory training.

Considering the development of the team and team objectives, do you have plans to develop your staff with future promotions and opportunities? What, if any, succession planning and career planning exists?

Have you identified individuals with potential who could progress? In order for them to progress, have training needs been identified?

Future Development Needs

What future organizational developments may impact on the team?

What training or development may you need to help make this happen?

Signature of Team Leader: _____ Date: _____

Interviewer: _____ Date: _____

Team Development Plan

Team: _____ Completed by: _____

Responsibility: _____ Date: _____

Name	Identified Learning Need	Required Outcomes	Proposed Method of Deliver	Agreement Y/N	Date Required