

Below is an example of a *Training Needs Analysis*, information gathering recording sheet. Use it as a guideline for gathering information required for writing up your own analysis. Remember your analysis will need to have organisation, job tasks and people components.

CORPORATE OVERVIEW

Name of organisation: _____

Name(s) of key personnel: _____

Position of respondent: _____

Type of business: _____

(Business activities)

Locations: _____

Organisational Structure:

Divisions/Departments: _____

Reporting structure:
(who reports to whom)

Staffing:

Area under consideration for training

Name of Area: _____

Location/s: _____

Principle activities: _____

Strategic goals:

Within next 6 months: _____

Within 12 months: _____

Documentation on policies/procedures for this area: (include OH&S etc.)

What form does it take: _____

Current employees:

Qualifications (minimum): _____

Length of service (average): _____

Staff turnover: _____

Position descriptions & responsibilities:

Past results:

Actual Last 6 months:

Last 12 months:

Perceived Last 6 months:

Last 12 months:

Staff performance evaluation:

Methods:

Timing:

Consequences/Performance recognition:

Client Feedback:

Solicited:

Unsolicited:

Proposed Training

Area/s of training required:

Trainee(s):

Trainee(s) profile:

Personnel involvement:

Desired results:

Management:

Financial:

Administrative:

Trainee(s):

Commitment:

Time: _____

Resources: _____

Future on-going training (under consideration):

Source: National Retail Association