

TRAINING NEEDS ASSESSMENT

Emp. No.	Name	Designation	Department & Location

A) Kindly identify the Skills Set required to perform your current job	Technical	Managerial
	a)	a)
	b)	b)
	c)	c)

B) Kindly indicate your Developmental Needs in accordance to the required skill set. Also mention Depth of Training (viz. orientation / appreciation / intensive) (Attach Annexure if required)	Technical	Depth of Training	
	a)		
	b)		
	c)		
	Managerial / Self Development		
	a)		
	b)		
	c)		

C) What are the programmes needed to meet your above specified Developmental Needs? (in order of preference)	Technical Need	Period	
		From	To
	a)		
	b)		
	Managerial/ Self Developmental		
	a)		
	b)		

D) Any other training programme which is not listed in the "Annexure-I"			
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(SIGNATURE)

I agree by the skill set identified by the executive, his/ her developmental needs & the corresponding training programs.

Comments if any _____

(SIGNATURE of HOD)