Training Needs Assessment

**(*Complete a separate table for each audience*)**

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| --- |
| **Audience: Employees** |
| **Skill:** | **Need:** | **Gap:** |
| **During change** |
| Dealing with transition* Process during transition
* Handling problems and exceptions
 | Click or tap here to enter text. | Click or tap here to enter text. |
| Change management* Personally dealing with change
* Succeeding in a changing environment
 | Click or tap here to enter text. | Click or tap here to enter text. |
| **After change** |
| Big picture overview* What does the new environment look like?
* What is my role in the new environment?
 | Click or tap here to enter text. | Click or tap here to enter text. |
|  |  |  |
| Basic or requisite skills/knowledge | Click or tap here to enter text. | Click or tap here to enter text. |
| Process skills/knowledge | Click or tap here to enter text. | Click or tap here to enter text. |
| System skills/knowledge | Click or tap here to enter text. | Click or tap here to enter text. |
| Technical skills/knowledge | Click or tap here to enter text. | Click or tap here to enter text. |
| Organizational skills/ knowledge | Click or tap here to enter text. | Click or tap here to enter text. |
| Problem resolution | Click or tap here to enter text. | Click or tap here to enter text. |