Training Needs Assessment

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

|  |  |  |
| --- | --- | --- |
| **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. |