

### **Training Needs Assessment**

The Training Needs Assessment is an analysis tool to identify the skills, knowledge base and competencies of your company's employees. This exercise will help in determining what training(s) needs to take place by identifying the gaps between employees' skill sets and the skills required to do the job. The assessment must be completed by one of the following key stakeholders of the company: the Chief Executive Officer (CEO), the Chief of Operating Officer (COO), the Chief Financial Officer (CFO), the Human Resources Director and/or owner of the company.

***Directions: The Training Needs Assessment will have to be completed via Submittable. The questions that will be asked in the assessment can be found below. Please answer each question and demonstrate your responses in a quantitative format whenever possible. If a Training Needs Assessment was conducted by an outside entity (other than the Trainer), submit a copy of that as well.***

- 1) List the current strategic goals for your company.
  
- 2) Describe in specific circumstances how the company's strategic goals have been affected by lack of training and/or external factors. (Provide quantitative data such as the impact on waste, costs incurred, or other losses the company has suffered).
  
- 3) How will the proposed training(s) close the gap between the current state of your company and your strategic goals?
  
- 4) Identify the tasks that trainees are unable to perform due to limited skill development opportunities?
  
- 5) How will the proposed training(s) improve the overall functions of your business?