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TRAINING NEED ASSESSMENT

- **Document Code:** HR-031
- **Version:** 1.0
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Purpose:

To identify **employee skill gaps, professional development needs, and training priorities** for career growth and performance improvement.

SECTION 1: EMPLOYEE DETAILS

Field	Details
Employee Name	
Employee ID	
Designation	
Department	
Date of Joining	
Supervisor/Manager	

SECTION 2: TRAINING NEEDS ASSESSMENT

Skill Area	Current Proficiency Level (1-5)	Training Required (Y/N)	Comments
Technical Skills	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	☐ Yes ☐ No	
Leadership & Management	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	☐ Yes ☐ No	
Communication & Teamwork	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	☐ Yes ☐ No	
Project Management	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	☐ Yes ☐ No	
Industry-Specific Knowledge	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	☐ Yes ☐ No	

Training Priority Level: ☐ High ☐ Medium ☐ Low

Employee Signature: _____ **Date:**

Reviewed By (Manager): _____ **Date:**

HR Approval: _____ **Date:**