



EasyLMS

Training Needs Assessment

Staying organized is half the battle when it comes to training needs assessments. Use this template to capture all your training needs in one place.

TRAINING NEEDS ASSESSMENT

Employee / Team Details

Name _____ Role / Department _____

Notes _____

Skills & Competencies

Skill / Knowledge Area	Importance (H/M/L)	Current Rating

Performance Gaps

Expected Performance	Current Performance	Gap & Notes

Priorities & Timeline

Training Need	Priority (H/M/L)	Deadline	Responsible

Summary Snapshot

Top 3 Training Priorities:

Next Steps: