

Training Needs Assessment Proposal Sheet

Date:

MM/DD/YYYY

Department/Team:

Enter department or team name

Prepared by:

Name and Position

1. Objectives of the Assessment

State the main objectives of the training needs assessment...

2. Identified Skill Gaps / Training Needs

Skill/Competency Area	Current Situation	Desired Level	Priority
e.g. Communication	Current status	Desired improvement	High/Medium/Low

3. Assessment Methods

Describe tools/methods used (e.g., surveys, interviews)

4. Proposed Training Programs

Training Topic	Target Audience	Suggested Duration	Remarks
e.g. Conflict Resolution	e.g. Supervisors	e.g. 2 hours	

5. Summary & Recommendations

Summarize findings and key recommendations...

Additional Notes:
