

Template Change Training Needs Analysis

Change: <Insert change title>

Date: <Insert date>

The Change Training Needs Analysis is developed to ensure those affected by the change obtain professional development.

1. Why do people need training?

<Insert text>

2. Training needs analysis

(Add more rows if needed)

New and/or revised role/function	Tasks/activities	Role to be undertaken by	Development required	Skills/training required

3. Training plan <Insert change title>

(Add more rows if needed).

Target audience (Name of individual, group, branch, division or organisation)	Skills/knowledge to support change (May include new processes, procedures, systems training etc.)	Training (Training will be required, how will the training be delivered, what tools may be required to support the training).	Who will deliver training?	Timeframe for training?
		eg workshop/information session; conduct a formal information workshop to refresh and increase current knowledge and skills in relation to the change.		

4. Budget – any associated cost with the training.

<Insert text>

5. Evaluation – how you will know you have been successful – eg stakeholder feedback, surveys etc

<Insert text>

Reference: Adapted from resources developed by the Department of State Growth, Tasmania, 2015.