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>