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. |
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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? |
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|  |  | eg workshop/information session; conduct a formal information workshop to refresh and increase current knowledge and skills in relation to the change. |  |  |
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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>