

Training Needs

9. To perform your current job: What training do you still need (either on the job or a formal course)

10. To perform other jobs in the organisation: What training or experience would be required (eg, machine operation, negotiation skills, Occupational Health and Safety Awareness, etc)?

Action Plan: To be completed later

Agreed training and development to be provided over the next 12 months:

(record the details of training courses, on-the –job experiences, buddy systems or mentor arrangements, and include the recommended dates the employee can expect these to occur)

Training:

Date:

Signature of Employee: _____

Date:

Signature of Manager/Supervisor: _____

Date: