TRAINING NEEDS ANALYSIS FORM

ame:					
enera	ıl:				
1.	How long have y	ou worked for Geo. J. Bone	e & Sons Pty Ltd		-
onfirn	nation of Current	Duties			
2.	Do you have a c	urrent job description	Yes	No (go to question 4A)	
3.	Is your job accur	rately described in the job o	description?	Yes (go to question 9)	No
4A 	If no, what dutie	es do you do that are to be	included in job c	lescription?	
 4B	What duties can	be deleted from your job (description?		
Job	Analysis				
5.	Describe the tas	ks you regularly perform th	at are critical to	carrying out your job effectively.	
6.	Describe the type trade, etc)	e of equipment you are red	quired to use (fo	r example, keyboard, machinery, t	ools o
7.		equire you to work closely visation? Please circle	vith other peopl	e, such as customers, clients or pe	ople in
	Very Little	Moderately	ΑI	ot	
8.		ty is there in your job, ie, to d talents? Please circle.	o what extent do	you do different things at work, ι	ısing
	Very Little	Moderately	Αl	.ot	

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T	raining: Date:					
(r	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					
Α	ction Plan: To be completed later					
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	o perform other jobs in the organisation: What training or experience would be nachine operation, negotiation skills, Occupational Health and Safety Awareness,					
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