# TRAINING NEEDS ASSESSMENT

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** |  | | | | | | | | | | | |
| **Position** |  | | | | | | | | | | | |
| **Department** |  | | | | | | | | | | | |
| **Reports To** |  | | | | | | | | | | | |
| **Relevant Qualifications** |  | | | | | | | | | | | |
| **Relevant Experience** |  | | | | | | | | | | | |
| **Prime Responsibilities** |  | | | | | | | | | | | |
| **Key Deliverables in Current Role** |  | | | | | | | | | | | |
|  | **Level of Importance** | | | |  | **Degree of Proficiency** | | | | | | |
| Critical | Very Important | Fairly Important | Minor | A Great Deal | | Quite A  Lot | | A Little | | None |
| Aligning Performance for Success |  |  |  |  |  | |  | |  | |  |
| Building a Successful Team |  |  |  |  |  | |  | |  | |  |
| Building Customer Loyalty |  |  |  |  |  | |  | |  | |  |
| Building Partnerships |  |  |  |  |  | |  | |  | |  |
| Building Strategic Working Relationships |  |  |  |  |  | |  | |  | |  |
| Building Trust |  |  |  |  |  | |  | |  | |  |
| Coaching |  |  |  |  |  | |  | |  | |  |
| Communication |  |  |  |  |  |  |  | |  | |  | |
| Contributing to Team Success |  |  |  |  |  |  | |  | |  | |
| Customer Focus |  |  |  |  |  |  | |  | |  | |
| Decision Making |  |  |  |  |  |  | |  | |  | |
| Developing Others |  |  |  |  |  |  | |  | |  | |
| Facilitating Change |  |  |  |  |  |  | |  | |  | |
| Formal Presentation |  |  |  |  |  |  | |  | |  | |
| Initiating Action |  |  |  |  |  |  | |  | |  | |
| Leading Through Vision and Values |  |  |  |  |  |  | |  | |  | |
| Managing Conflict |  |  |  |  |  |  | |  | |  | |
| Managing Workload |  |  |  |  |  |  | |  | |  | |
| Meeting Leadership |  |  |  |  |  |  | |  | |  | |
| Negotiation |  |  |  |  |  |  | |  | |  | |
| Planning & Organisation |  |  |  |  |  |  | |  | |  | |
| Sales Ability / Persuasiveness |  |  |  |  |  |  | |  | |  | |
| Strategic Decision Making |  |  |  |  |  |  | |  | |  | |
| Stress Tolerance |  |  |  |  |  |  | |  | |  | |
| Technical / Professional Knowledge & Skills |  |  |  |  |  |  | |  | |  | |
| Time Management |  |  |  |  |  |  | |  | |  | |