TOOL 8a.1 - Training Needs Analysis

Use this template to map your initial training requirements. It can then form a basis for your discussions with training providers.

Apprenticeship standards are based on Knowledge-Skills-Behaviours for occupations or roles. This tool reflects that.

Depending on the size of your organisation, you can use this tool to think about individuals or departments.

| **Departments or Individuals** | **What new knowledge is needed?** | **What new skills are needed?** | **What new behaviours are needed?** | **What impact do you expect from training?** |
| --- | --- | --- | --- | --- |
| e.g. Marketing | Selling on-line  Using social media to grow brand presence | Talking in the same language as our audience. | Embracing change  Listening to customers | New ideas  Increased sales  Repeat business |
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