## **TRAINING NEEDS ANALYSIS / ASSESSMENT TEMPLATE**

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INDIVIDUAL / TEAM ASSESSED	ASSESSMENT COMPLETED BY	DATE COMPLETED	]	PROJECTED TRAINING TIMELINE
STAFF POSITION / MAJOR TASKS	KSA SCALE   1 - 10	TASK SPECIFIC AREAS OF TRAINING	TRAINING METHODS	ACCEPTABLE TIMELINE

## STAFF COMMENTS REGARDING THEIR FUTURE AND TRAINING DESIRES

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