

Training Needs Assessment Template

A comprehensive guide to identify what training your organization actually needs



How to Use This Training Needs Assessment

Purpose of This Tool

The **Training Needs Assessment** helps you identify gaps in employee skills, compliance, and overall training effectiveness. By completing this form, you'll uncover where your organization's training is strong, where it's lacking, and what actions are needed to improve.

Who Should Complete This Assessment?

- HR Managers
- Training Coordinators
- Department Supervisors
- Business Owners (for small companies)

Step-by-Step Instructions

1. Complete Each Section Honestly

- Provide accurate information about your current training programs, delivery methods, and challenges.
- Gather input from employees and managers where needed.

2. Rate Skill Gaps

- Use the 1–5 scale to evaluate current vs. required skill levels.
- Mark each skill area with a priority rating (High/Med/Low).

3. Identify Your Top 3 Training Needs

- Based on your answers, list your top training priorities.
- These will guide your next steps.

4. Consider Constraints

- Note your budget, available technology, and time constraints.

- This ensures realistic planning.

5. Determine Your Implementation Timeline

- Choose when you need training delivered: immediate, 3 months, 6 months, etc.

6. Submit or Review

- If using this as part of **Train Forward Solutions**, upload your completed form at **TrainForwardSolutions.com/submit** to receive a **free customized Training Action Plan**.

Interpreting Results

- **5+ Skill Gaps Marked High Priority** → Immediate training intervention required.
- **Compliance Gaps Identified** → Address these first (legal and risk concerns).
- **Budget Constraints** → Consider scalable solutions (online or hybrid training).

Next Steps

1. Review results with management.
2. Contact **Train Forward Solutions** to discuss their Flagship Training Course

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Company Information

Company Name: _____

Industry: _____

Number of Employees: ____

Assessment Date: Month____ Day____ Year ____

Completed By: _____

Current Training Status

1. Existing Training Programs

What training do you currently provide to employees?

- ☐ New employee orientation
- ☐ Safety training
- ☐ Compliance training
- ☐ Job-specific skills
- ☐ Customer service
- ☐ Software/technology
- ☐ Leadership development
- ☐ Other: _____
- ☐ No formal training currently

2. Training Delivery Methods Currently Used

- ☐ In-person presentations
- ☐ Printed materials/handbooks
- ☐ Video content
- ☐ Online modules
- ☐ On-the-job mentoring
- ☐ External seminars/workshops
- ☐ No structured delivery method

Performance Gap Analysis

3. Current Business Challenges

Check all that apply to your organization:

- ☐ High employee turnover
- ☐ Inconsistent work quality
- ☐ Customer complaints
- ☐ Safety incidents
- ☐ Compliance violations
- ☐ Low productivity
- ☐ Poor customer service
- ☐ Technology adoption issues
- ☐ Communication problems
- ☐ Leadership gaps

4. Skill Gap Identification

For each area, rate the current skill level vs. required level (1-5 scale):

Skill Area	Current Level	Required Level	Priority (High/Med/Low)
Job-specific technical skills	_____	_____	_____
Customer service	_____	_____	_____
Communication	_____	_____	_____
Safety procedures	_____	_____	_____
Technology/software	_____	_____	_____
Problem-solving	_____	_____	_____
Teamwork	_____	_____	_____
Leadership	_____	_____	_____
Compliance knowledge	_____	_____	_____

Training Requirements & Constraints

5. Regulatory/Compliance Requirements

What training is required by law or industry standards?

- ☐ OSHA safety training
- ☐ Sexual harassment prevention
- ☐ Data privacy/security
- ☐ Industry-specific certifications
- ☐ Food safety
- ☐ Financial regulations
- ☐ Healthcare compliance
- ☐ Other: _____

6. Budget & Resource Constraints

Annual training budget: \$_____

Available training time per employee: _____
hours/month _____

Preferred training format:

- ☐ Self-paced online
- ☐ Live virtual sessions
- ☐ In-person group training
- ☐ One-on-one coaching
- ☐ Mobile-friendly content

7. Technology Capabilities

- ☐ All employees have computer access
- ☐ Reliable internet connection
- ☐ Mobile devices available
- ☐ Learning Management System in place
- ☐ Video conferencing capability
- ☐ Limited technology access

Employee Input

8. Employee Feedback Collection

How will you gather input from employees about training needs?

- ☐ Anonymous surveys
- ☐ Focus groups
- ☐ Individual interviews
- ☐ Performance review discussions
- ☐ Suggestion box
- ☐ Exit interviews

9. Management Observations

What training needs have managers/supervisors identified?

Department: _____

Observed Need: _____

Impact on Business: _____

Department: _____

Observed Need: _____

Impact on Business: _____

Department: _____

Observed Need: _____

Impact on Business: _____

Priority Training Needs

10. Top 3 Training Priorities

Based on your assessment, rank your top training needs:

Priority #1: _____

Why it's critical: _____

Expected outcome: _____

Timeline needed: _____

Priority #2: _____

Why it's critical: _____

Expected outcome: _____

Timeline needed: _____

Priority #3: _____

Why it's critical: _____

Expected outcome: _____

Timeline needed: _____

Implementation Planning

11. Success Metrics

How will you measure training effectiveness?

- ☐ Employee performance improvements
- ☐ Reduced errors/incidents
- ☐ Customer satisfaction scores
- ☐ Employee retention rates
- ☐ Compliance audit results
- ☐ Productivity measures
- ☐ Employee satisfaction surveys

When do you need training implemented?

- ☐ Immediately (within 30 days)
- ☐ Within 3 months
- ☐ Within 6 months
- ☐ Within 1 year
- ☐ Ongoing/continuous

Next Steps Checklist

- ☐ Complete this assessment
- ☐ Gather employee input
- ☐ Review with management team
- ☐ Prioritize training needs
- ☐ Set training budget
- ☐ Research training solutions
- ☐ Create implementation timeline
- ☐ Begin training development/purchase

Resources & Support

Need help turning this assessment into actual training?

Train Forward Solutions specializes in helping small to medium businesses create professional employee training using affordable tools and proven methods.

Learn More:

- Free Training Creation Guide
- Course Library Access
- Expert Consultation Available

Visit [Train Forward Solutions.com](https://TrainForwardSolutions.com) to discover how to transform your training needs into engaging, effective employee development programs.



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For any notes you may have

