



TRAINING & DEVELOPMENT NEEDS ANALYSIS FORM

Please complete this form and return to:

HR Support Service, Human Resources Department, Room 024, Sutherland Building, City Campus West, to reserve a place on any workshop/programme.

You will find this form and the guidelines helpful when used in conjunction with induction/probation reviews, appraisal's, performance reviews and/or any other discussions where Staff Training & Development needs are identified.

Name:	Date:
School/Service:	Tel Ext:
Job title:	Salary Grade:
Name of workshop you wish to attend:	
Date of workshop:	
What objective(s) will this help you to achieve?	

In submitting this form it is expected that you have discussed the above with your Manager and have their support to attend.

Please provide the name of your Manager:

Manager's Signature:

Both you and your manager should keep a copy of this form for your personal development file and to refer to for evaluation purposes.

*N.B. Where the T&D activity is from the Corporate Programme, an **ORACLE ALERT EMAIL** will be sent to attendees approximately **6 weeks** after the event for evaluation of the applied learning back in the workplace. It is advisable to keep a copy of the Training Needs Analysis form to refer to for this evaluation.*

It is recommended that this type of evaluation is also carried out for locally arranged T&D activity as this will inform your appraisal.