**TRAINING NEEDS ANALYSIS / ASSESSMENT TEMPLATE**

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| **INDIVIDUAL / TEAM ASSESSED** | **ASSESSMENT COMPLETED BY** | **DATE COMPLETED** |  | **PROJECTED TRAINING TIMELINE** |
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| **STAFF POSITION / MAJOR TASKS** | **KSA SCALE | 1 - 10** | **TASK SPECIFIC AREAS OF TRAINING** | **TRAINING METHODS** | **ACCEPTABLE TIMELINE** |
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| **STAFF COMMENTS REGARDING THEIR FUTURE AND TRAINING DESIRES** |  |  |  |
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