



Annual Training Needs Analysis.
JOB TITLE:

Kindly Complete the Following:

1. Main Competencies	Goal and Objective Setting.	Organizing, Process Planning and Task Scheduling.	Utilizing suitable methodologies in gathering data.	Identifying and analyzing trends.	Reporting Skills.	Presentation & Persuasive Skills.	Recommending Solutions.	Analytical and Problem Solving Skills	Interpersonal and Communication Skills.	
2. Job Importance. (Allocate weightage from 1 low to 4 high)										
3. Required Competency (Allocate weightage from 1 low to 4 high)										
4. Current Competency.										
5. Gap										
6. Prioritization of Improvement Areas. (item 2 x item 5) Scores of 6 and above require action.										

1 - Low
 4 - High



Sample : Training Identification (Training analysis Sheet)

TNA – TASK ANALYSIS

Name : Jason Roberts

JOB TITLE : INTERNAL QUALITY AUDITOR DEPT : QUALITY

MAIN TASK : Conducting Site Audit

TASK NO

TRAINING REQUIRED

1. Establish an audit schedule and ensure all areas are covered.
2. Preliminary Site Visit to ensure location and familiarity of process flow.
3. Prepare the Audit Checklists as guidance.
4. Conduct opening meeting and brief all Auditees on policy and guidelines and scheduling.
5. Conduct the audit and when a non-compliance is identified, it shall be raised as a corrective action request in the Corrective Action Request.
6. Hand over the CAR finding to Auditees for root cause analysis and closing.
7. Prepare an audit report consisting of audit summary (providing an overview of audit, number of non-conformances and observations).
8. Conduct a closing meeting and brief all Auditees on findings
9. Report the status of all audits at the management review meeting.
10. Follow up closure and signing off of respective CAR.
11. Update non conformance log sheet on summary status.