

Employee Training Needs Assessment Form Sample

Use this **employee training needs assessment form sample** to identify skills gaps and development opportunities within your workforce. It helps organizations tailor training programs effectively for improved performance. Customize the form to suit specific roles and business goals.

Employee Information

Employee Name:

Position/Role:

Department:

Manager/Supervisor:

Current Skills Assessment

Please rate your current skill level in the following areas:

Skill Area	No Experience	Beginner	Intermediate	Advanced
Technical Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Problem-solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Training Needs & Development

What specific training or development would help you perform your job more effectively?

What are your career goals and how can training help you achieve them?

Other Comments or Suggestions:

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