Klarstig

# Training Needs Assessment

Assess the current situation, identify gaps and prioritize practical actions. Support ratings with observations rather than assumptions.

## Contact and reference

**Organization using this document**

**Your name or contact reference ***

**Email for a reply if needed**

## Information for this document

**Area or process being assessed ***

**Current situation and evidence ***

**Desired outcome or standard ***

**Most important gap or concern ***

**Likelihood of the concern occurring ***

- ☐ Low
- ☐ Medium
- ☐ High
- ☐ Unknown

**Potential impact ***

- ☐ Limited
- ☐ Moderate
- ☐ Significant
- ☐ Unknown

**Recommended action and owner ***

**Next review date**

## Specific details

### Role team and capabilities needed

Complete when relevant to this request.

**Current skill gaps priority tasks and suitable learning formats**

## Operating context

### Organization branch or team concerned

Complete when relevant to this request.

**Local requirements and constraints relevant to this document**

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

**Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.**

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