**Training Needs Assessment Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Name:** | ABC Manufacturing Pvt. Ltd. | **Department:** | Human Resources |
| **Designation/Position:** |  | **Date:** | 13-Oct-2025 |
| **Assessed By (Supervisor/HR):** |  | | |

**Section 1: Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name | Ahmed Raza | | |
| Employee ID | EMP-0425 | Date of Joining |  |
| Current Role |  | Years in Role |  |
| Supervisor’s Name |  | | |

**Section 2: Current Skills & Competencies**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Key Skill / Competency Area** | **Current Proficiency Level (1–5)\*** | **Desired Level (1–5)\*** | **Gap Identified (Y/N)** | **Training Required (Yes/No)** |
| 1 | Communication Skills | 3 | 5 | Y | Yes |
| 2 | Technical/Software Proficiency | 2 | 4 | Y | Yes |
| 3 | Leadership & Supervision | 4 | 5 | N | No |
| 4 | Time Management | 3 | 4 | Y | Yes |
| 5 | Customer Service | 5 | 5 | N | No |

\*Rating Scale: 1 = Poor, 2 = Fair, 3 = Good, 4 = Very Good, 5 = Excellent

**Section 3: Training Priorities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Priority (H/M/L)** | **Skill Area** | **Training Type (Internal/External)** | **Preferred Mode (Online/In-Person)** | **Suggested Trainer/Institute** |
| H | Technical/Software | External | In-Person | ABC IT Solutions |
| M | Time Management | Internal | Online | HR Department |

**Section 4: Justification for Training**

|  |
| --- |
| How will this training improve performance? |
|  |
| How does it align with organizational goals? |
|  |
| What challenges or issues is the employee currently facing? |
|  |

**Section 5: Approval and Recommendation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Name** | **Signature** | **Date** | **Remarks** |
| Employee |  |  |  |  |
| Supervisor/Manager |  |  |  |  |
| HR/Training Coordinator |  |  |  |  |

**Section 6: For HR Use Only (Optional for Excel automation)**

|  |  |  |  |
| --- | --- | --- | --- |
| Total Skills Evaluated | Counts all skill entries | Total Gaps Identified | Counts gaps marked “Y” |
| % of Skills Needing Training | Percentage of skills needing training | | |