

TRAINING NEEDS ANALYSIS SHEET
(To be supported with training nomination and selection form)

OCCUPATIONAL CLASSIFICATION
(Tick appropriate box)

NAME :

DEPARTMENT:

Management Technologist

Skilled Employees

JOB TITLE :

Supervisor or Technician

Clerical & Others

DUTIES	KNOWLEDGE	SKILLS	OTHER FACTORS	ASPECTS IN WHICH TRAINING IS REQUIRED
Statement of Duties	These columns refer to 'KNOWLEDGE', 'SKILLS', 'ATTITUDE' etc. required to perform each duty specified on the duty list/statement			