

Team : [SPECIFY THE TEAM]

Department : [SPECIFY THE DEPARTMENT]

Group : [SPECIFY THE GROUP]

Date : 00.00.20

The Management Training Needs Analysis is created in order to provide effective and efficient training and learning, and development for the management staff and for the whole organization. It is a very essential tool in any organization as it is the primary step for the development of an effective and efficient training. It is also used as an instrument to appraise and evaluate the entire company operations.

List of employees included in the management training analysis conducted [INSERT DATE].

|  |  |  |
| --- | --- | --- |
| **Employee ID** | **Employee Name** | **Position** |
| 1 | [SPECIFY THE NAME OF THE EMPLOYEE] | Operations Manager |
| 2 | [SPECIFY THE NAME OF THE EMPLOYEE] | Quality Control Manager |
| 3 | [SPECIFY THE NAME OF THE EMPLOYEE] | Accountant |
| 4 | [SPECIFY THE NAME OF THE EMPLOYEE] | Office Manager |
| 5 | [SPECIFY THE NAME OF THE EMPLOYEE] | Receptionist |
| 6 | [SPECIFY THE NAME OF THE EMPLOYEE] | Supervisor |
| 7 | [SPECIFY THE NAME OF THE EMPLOYEE] | Marketing Manager |
| 8 | [SPECIFY THE NAME OF THE EMPLOYEE] | Purchasing Manager |
| 9 | [SPECIFY THE NAME OF THE EMPLOYEE] | Shipping Manager |
| 10 | [SPECIFY THE NAME OF THE EMPLOYEE] | Account Associate |

**MANAGEMENT TRAINING NEEDS ANALYSIS:**

Instruction: The skills provided below are those that are needed to improve employee performance. Mark X for the skills your employee needs training on.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EMPLOYEE NUMBER** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **Total** | **Ave.** |
| **SKILLS** |
| Planning skills | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Organizing tasks and activities | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Time management | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Leadership skills | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Motivation of the team and the individual members | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Communication skills | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Questioning and active listening skills | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Building trust, empathy, and understanding | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Performance appraisals | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Training and development of the team | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Coaching | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Mentoring | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Effective use of IT | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Effective use of office equipment | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Financial understanding | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Commercial understanding | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Managing relationships | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Obtaining approval for projects | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Obtaining approval for office changes | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Planning and running meetings | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Follow-up with existing tasks | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Business writing | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Preparation of business plans | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Preparation of project plans | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Monitoring | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Development of reporting systems | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |

**INSTRUCTION**

The skills provided below are those soft skills that are needed by your employees to effectively and efficiently improve their performance. Mark X for the soft skills your employee needs training on.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EMPLOYEE NUMBER** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **Total** | **Ave.** |
| **SKILLS** |
| Interpersonal skills | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Self-motivation skills (having positive attitude and initiative) | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Leadership skills | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Responsibility (self-awareness of the tasks) | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Teamwork (able to work well with a team) | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Problem-solving skills | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Decisiveness | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Ability to work under pressure | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Flexibility | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Negotiation and conflict resolution | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |

This analysis is designed to show the training needs and priorities of the team. The training needed by the team are as follows:

|  |  |  |
| --- | --- | --- |
| **TRAINING** | **REQUIRED/OPTIONAL** | **FREQUENCY** |
| Conflict Management | [SPECIFY IF REQUIRED OR OPTIONAL] | [SPECIFY FREQUENCY OF THE TRAINING] |
| Team Building | [SPECIFY IF REQUIRED OR OPTIONAL] | [SPECIFY FREQUENCY OF THE TRAINING] |
| Diversity Awareness  | [SPECIFY IF REQUIRED OR OPTIONAL] | [SPECIFY FREQUENCY OF THE TRAINING] |
| Public Speaking  | [SPECIFY IF REQUIRED OR OPTIONAL] | [SPECIFY FREQUENCY OF THE TRAINING] |
| Effective Communication | [SPECIFY IF REQUIRED OR OPTIONAL] | [SPECIFY FREQUENCY OF THE TRAINING] |
| Identify and Value | [SPECIFY IF REQUIRED OR OPTIONAL] | [SPECIFY FREQUENCY OF THE TRAINING] |

Training needed by individual team members:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO.** | **POSITION** | **TRAINING** | **REQUIRED/OPTIONAL** | **FREQUENCY** |
| 1 | Operations Manager | [SPECIFY THE TRAINING NEEDED] | [SPECIFY IF REQUIRED OR OPTIONAL] | [SPECIFY FREQUENCY OF THE TRAINING] |
| 2 | Quality Control Manager | [SPECIFY THE TRAINING NEEDED] | [SPECIFY IF REQUIRED OR OPTIONAL] | [SPECIFY FREQUENCY OF THE TRAINING] |
| 3 | Accountant | [SPECIFY THE TRAINING NEEDED] | [SPECIFY IF REQUIRED OR OPTIONAL] | [SPECIFY FREQUENCY OF THE TRAINING] |
| 4 | Office Manager | [SPECIFY THE TRAINING NEEDED] | [SPECIFY IF REQUIRED OR OPTIONAL] | [SPECIFY FREQUENCY OF THE TRAINING] |
| 5 | Receptionist | [SPECIFY THE TRAINING NEEDED] | [SPECIFY IF REQUIRED OR OPTIONAL] | [SPECIFY FREQUENCY OF THE TRAINING] |
| 6 | Supervisor | [SPECIFY THE TRAINING NEEDED] | [SPECIFY IF REQUIRED OR OPTIONAL] | [SPECIFY FREQUENCY OF THE TRAINING] |
| 7 | Marketing Manager | [SPECIFY THE TRAINING NEEDED] | [SPECIFY IF REQUIRED OR OPTIONAL] | [SPECIFY FREQUENCY OF THE TRAINING] |
| 8 | Purchasing Manager | [SPECIFY THE TRAINING NEEDED] | [SPECIFY IF REQUIRED OR OPTIONAL] | [SPECIFY FREQUENCY OF THE TRAINING] |
| 9 | Shipping Manager | [SPECIFY THE TRAINING NEEDED] | [SPECIFY IF REQUIRED OR OPTIONAL] | [SPECIFY FREQUENCY OF THE TRAINING] |
| 10 | Account Associate | [SPECIFY THE TRAINING NEEDED] | [SPECIFY IF REQUIRED OR OPTIONAL] | [SPECIFY FREQUENCY OF THE TRAINING] |