



Training Needs Checklist

Part B

Company: _____ **Dept:** _____

Training Topic Needs Assessment (3, 6 or 12 months)

Training Topic Areas	Need Now	Future Need	Not Needed
Applied Math & Measurement (Blue Print Reading)			
Business Operation			
Communication, Employee Empowerment, Teamwork			
Computer Skills			
English Literacy/GED/ESL			
Health & Safety			
Quality Assurance or ISO Certification Needs			
Product and Process Control			
Supervision & Leadership			
Other:			

Job Apprentices Programs (Internal employee development Programs) (3, 6 or 12 months)

Job Skill Shortage Area (Where will you need skilled workers in the future)	Need Now	Future Need	Not Needed
Computer Networking, Programming			
Customer Service/Call - Order Processing Center			
Industry Specific Program (Plastics, Printing, etc.) List:			
Machining and Metal Working			
Maintenance and Repair			
Safety & Regulatory Compliance			
Supervision			
Welding			
Other:			



Training Needs Checklist

Part B cont'd

Human Resource “Best Practice” Programs

(3, 6 or 12 months)

Best Practice	Currently Using	Being Considered	Not Using
A Method to Boost Productivity Per Employee (Lean Enterprise, Set-up time reduction, etc.)			
Cross Training & Job Rotation			
Empowerment or Teaming Programs			
Skill Pathways as an Employee Retention Tool			
Pay For Skills as an Employee Retention Tool			
Tuition Re-Imbursement Programs			
Formal Employee Recognition and Rewards Program as an Employee “Retention” Tool			
Partner with local High Schools and Colleges for Job Shadowing, Internship & Co-Ops			
Multi-Company New Employee Hiring Pools			
Other:			

Supply Chain “Best Practice” Programs

(3, 6 or 12 months)

Best Practice	Currently Using	Being Considered	Not Using
“Strategic Relationships” with key training and education suppliers			
Participation in Industry Consortia/Cooperatives			
Multi-Employee Discounts			
Federal, State or Local Grant and Loan Programs			
- <i>Guaranteed Free Training Program</i>			
- <i>Customized Job Training (CJT) Grants</i>			
- <i>Other</i>			
ISO Certification (Key Supplier Requirement)			
Other:			

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