Unit 303: Contribute to business success

# Handout 8: Training needs analysis

This is an example of a training needs analysis, with questions that could be used when meeting with a member of the team.

**Chef’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| How long have you been a chef? | Briefly describe the level of your experience within the professional kitchen: |
| Give brief details of any qualifications you have: | Describe the main purpose of your present job: |
| In order of importance, list the main tasks of your job: | List the skills, knowledge, abilities and experience necessary to do your job effectively: |
| What in your opinion are your present training needs, both to support your professional development and the business’ needs? | Can you identify any area of training for the future that will assist you in your job role? |
| Do you have any further comments with regards to your training and professional development? | Supervisor’s notes: |