

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: _____

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:

<p>What in your opinion are your present training needs, both to support your professional development and the business' needs?</p>	<p>Can you identify any area of training for the future that will assist you in your job role?</p>
<p>Do you have any further comments with regards to your training and professional development?</p>	<p>Supervisor's notes:</p>