

# Training needs form

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<b>Name:</b>	
<b>Date commenced work with employer:</b>	
<b>Start date of training needs form:</b>	

<b>Goals: what needs to be achieved and why?</b>	<b>Agreed learning and development activities to achieve goals</b>	<b>Who will arrange this?</b>	<b>When and where will the learning and development take place?</b>	<b>Date started</b>	<b>Date completed</b>	<b>Comments</b>
