## Sample training needs form

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| **Name:** |  |
| **Date commenced work with employer:** |  |
| **Start date of training needs form:** |  |

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| **Goals: what needs to be achieved and why?** | **Agreed learning and development activities to achieve goals** | **Who will arrange this?** | **When and where will the learning and development take place?** | **Date started** | **Date completed** | **Comments** |
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Signed by personal assistant

Signed by employer/ manager