

TRAINING NEEDS INVENTORY

TRAINING NEEDS INVENTORY FOR _____

DATE _____

Name, Title and Grade	Subject or Objective	Subject ASK Level		Method or Course	Trainer or Facility	Priority Categories ^{1/}
		Present	Required			

^{1/} Priority Categories: 1--new employee (mandatory courses); 2--new supervisor mandatory course); 3--new work assignment; 4--needed to maintain and improve present work performance in connection with Service programs and mission; 5--new technology; 6--meet future staffing needs.