

CITY OF KORONADAL WATER DISTRICT

Blk 1 Casa Subd., City of Koronadal, 9506 South Cotabato

TRAINING NEEDS ANALYSIS (TNA)

EMPLOYEE NAME:		POSITION		TNA DONE BY:		
Major tasks of position	Training/skills development required?		If yes, identify what training needs exist	How will this be achieved? (eg on the job, external training)	When	Who to organise?
	Y	N				Training provider?
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
What do we want to achieve in the period ahead?						
Where do you/we see your career progressing in the next two years?						
How are we going to make this happen?						
What will you need from the agency to help you to reach your career goals?						

❖ *This form help to identify and record the training needs of individual employees.*