

## Training Gap Identification

This worksheet is used when an individual, group, or organization determines that a lack of knowledge or proficiency requires formal training (i.e., documented training with defined learning objectives and training materials), but no such training currently exists. It defines basic information about the training gap that is sufficient to determine the scope and priority of the assignment, and to decide which training function should receive the tasking.

1.	Describe the lack of knowledge or proficiency you want to correct. What is the gap? Where are they now and where do you want them to be after the training?
2.	What basic topics should be covered in the training?
3.	How are employees learning the knowledge, skills, or tasks right now?
4.	Can this be categorized as familiarization/awareness/overview broadcast, critical information transfer training, new procedures/skills training, or specific task training with certification or proficiency required?
5.	Who is the audience for this training?
6.	What entities and departments <b>REQUIRE</b> this training ( <b>NOT RECOMMENDED</b> ) (at what locations and/or job roles)?
7.	Names/Departments of Contributors to this Worksheet: