

A

B

C

D

## TRAINING NEEDS ANALYSIS

1

2

3

Training Needs  
Assessment Status

Skills Needed

Overall Level of Training  
Needed

Receptiveness to  
Training

4

100%

1. Dynamics & Salesforce Integration
2. How to create sales reports.
3. Outlook best practices

Mid

High

5

50%

1. Brand voice introduction
2. CRM basics

High

Mid

6

7

8

9

10

11

12

# Training Needs Analysis Template Excel

**Shasha Hu**



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