<table>
<thead>
<tr>
<th>TASKS</th>
<th>CHECKLIST</th>
</tr>
</thead>
</table>
| Training Needs Analysis  
*Boardroom*  
Before you can participate in this project it is essential you are aware of the main parts of a Training Needs Analysis. Kerry Page will be conducting an information session using a chart in the Boardroom to brief you on this concept.  
Record the following information for your department or a department you are familiar with.  
Start with these steps:  
1. identify specific competencies required to perform a particular task in your department  
2. assess the existing competency levels of at least three people in this department who perform this task  
3. record any gaps that exist between steps 1 and 2 above.  
Forward these to me via email as soon as possible. | Identify a training need  
☑ specify required competencies  
☑ identify existing competencies  
☑ identify the gap that exists and therefore the training or non-training requirements |
| Training Session Plan  
*Training Room*  
The design for your Session Plan should be based on the following:  
🌟 a minimum session length of thirty minutes  
🌟 a minimum class size of six participants  
a training method that uses a group activity to break the class into smaller groups | ☐ Complete a training session plan |
<table>
<thead>
<tr>
<th><strong>Data Bank</strong></th>
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<tbody>
<tr>
<td><strong>Human Resource Office</strong></td>
</tr>
<tr>
<td>A template of information held in the data bank can be found on the desk in the Human Resources Office. Use the template to add to Excellcia’s data bank. The data bank is a register of internal and/or external trainers, and any external courses and providers that Excellcia Lodge may wish to use in any future training.</td>
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</tbody>
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