

Training Needs Planner

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DEPARTMENT / TEAM

REVIEW PERIOD

Use this planner to identify training needs from exposure, change, performance, and compliance triggers.

Topic / Skill	Who Needs It?	Why / Trigger	Due	Owner

COMMON TRIGGERS TO CONSIDER

- ☐ New hire / transfer
- ☐ New equipment or process
- ☐ Incident / near miss
- ☐ Observed performance gap
- ☐ Regulatory requirement
- ☐ Procedure change
- ☐ Periodic evaluation / refresher
- ☐ Contractor / temporary workforce need