

Checklist: Self-assessment for learning and development needs

As outlined in the [guide on effective inductions](#), part of an induction process is identifying any learning and development the new employee may need to be fully effective in their new role. After your new employee has settled in, work with them to carry out an assessment of their learning and development needs and consider how these can be met.

Please fill in this form using the example provided and then discuss and agree with the employee how these learning and development needs can be supported.

What is your training need?	Why is this important?	Current level of skill, experience or knowledge.	Is this a development need for the short, medium or long term?	What type of training would be most appropriate?	Agreed action
Develop skills in using SPSS for data analysis.	Data analysis is part of the role requirements.	Intermediate – some knowledge but limited practical use.	Medium – requirement will be needed by the end of the calendar year.	Formal training course plus some informal colleague support post training.	Attend two-day training programme run in-house.