|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |

Identifying Training Needs for staff members will help the Organisational Development and Diversity Team to understand the training needs of the organisation and provide meaningful input into a Professional Development Calendar for the coming year.

Please identify any **Internal** training needs that we may be able to accommodate in our Professional Development Program below. We are also wanting to know if your training need can be met by an **External** training provider or program.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **INTERNAL** | | | | | | | |
| Suggestions for internal Professional Development training to meet your needs (if applicable). To help us understand your needs, describe the training need and tick the appropriate box to indicate the type, level and duration of training that best suits your needs. | | | | | | | |
| **Training Need #1** |  | | | | | | |
| **Type of Training** |  | Accredited & Credentialled |  | Non-accredited |  | Unsure |
| **Level of Training** |  | Basic |  | Intermediate |  | Advanced |
| **Duration of Training** |  | Half day |  | Full day |  | Other *(please specify above)* |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Training Need #2** |  | | | | | | |
| **Type of Training** |  | Accredited & Credentialled |  | Non-accredited |  | Unsure |
| **Level of Training** |  | Basic |  | Intermediate |  | Advanced |
| **Duration of Training** |  | Half day |  | Full day |  | Other *(please specify above)* |

|  |  |
| --- | --- |
| **EXTERNAL** | |
| Do you know of any external courses that can meet your needs? | |
| **Training Need #1** |  |
| **Training Need #2** |  |
| **Training Need #3** |  |

Once you and your supervisor have finalised this document, please upload a copy to Workday – follow the instructions [here](https://staff.flinders.edu.au/content/dam/staff/pc/performance-review/how-to-add-prd-documents-to-workday.pdf).