


 GINTELL ( M ) SDN BHD

 GINTELL (BORNEO)

 SOVOTEL MALAYSIA SDN BHD

 OTHERS: \_\_\_\_\_

# Training Needs Assessment Form (TNAF)

## To be Completed by HOD

Employee Training Needs Assessment:  Backend  Frontline

Employee/ Target Group: \_\_\_\_\_ Date Assessed: \_\_\_\_\_

Job Position: \_\_\_\_\_ Department: \_\_\_\_\_

## Skills Fit Assesment

No.	Skills Required to Perform Job Satisfactory <i>(eg: Technical/Soft Skills/Knowledge)</i>	Employee's Skills Fit <i>(Kindly Tick "✓" to indicate)</i>				
		1	2	3	4	5
		Below Baise	Basic	Desirable	Satisfactory	Outstanding

## Training Needs Description

**1. Training Objectives:**  
*(Briefly describe the specific objectives or goals you hope to achieve through this training)*

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**2. Training Requirements:**  
*(Specify the type of training requirements which can be: Delivey Method, Delivery Language, Trainer Expertise etc).*

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**3. Planned Date of Training:**

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Completed by: <i>(To be signed by HOD)</i>	Received by:	Approved by:
Name : _____	Name : _____	Name : _____
Position : _____	Position : _____	Position : _____
Date: _____	Date: _____	Date: _____