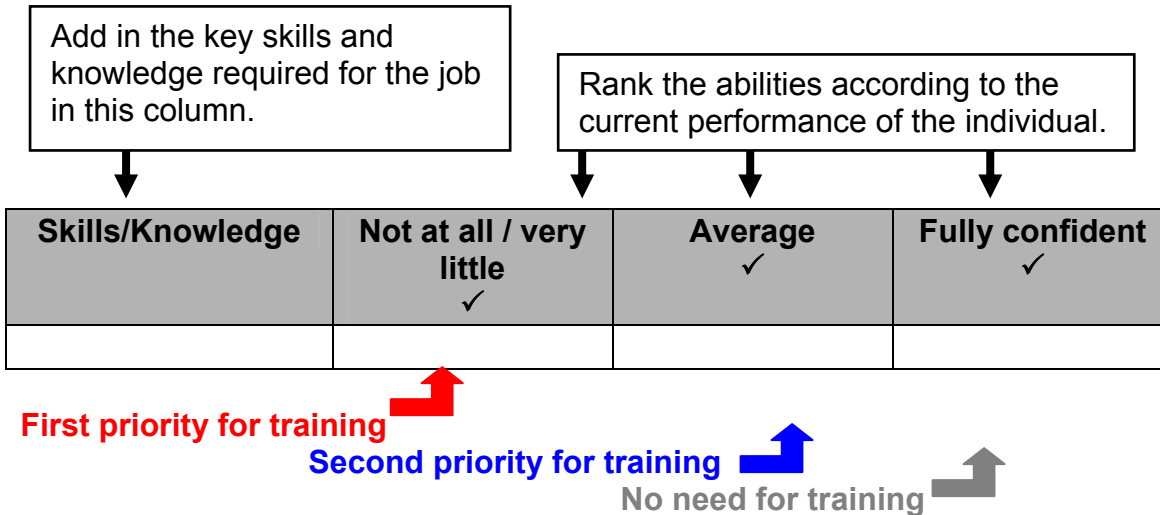


## How to write a Training Plan

Are you having trouble writing a training plan for your staff? First you need to start with a training needs analysis. Try using the **free** training template <http://www.bnets.co.nz/free-stuff/Training-needs-analysis-blank-template.doc>



### Training Needs Analysis - Sample

Download the sample training needs analysis which focuses on some key areas of building control knowledge and skills. <http://www.bnets.co.nz/free-stuff/Training-needs-analysis-for-bldg-controls.doc>. You can use this with a staff member who can complete a self-evaluation – then verify and confirm the performance by team leader or immediate manager.

## Example Training Needs Analysis

Employee Name: Anna Form

Organisation: Bigtown BCA

| Skills/Knowledge  | Not at all / very little<br>✓ | Average<br>✓ | Fully confident<br>✓ |
|---|-------------------------------|--------------|----------------------|
| <b>Legislation</b> <ul style="list-style-type: none"> <li>• Building Act and regulations</li> <li>• Local government</li> <li>• Other legislation</li> </ul>                                      | ✓                             | ✓<br>✓       |                      |
| <b>Building controls</b> <ul style="list-style-type: none"> <li>• Administrative and legal procedures</li> <li>• Field inspection</li> <li>• Plan processing</li> <li>• Record keeping</li> </ul> | ✓<br>N/A<br>✓<br>✓            |              |                      |
| <b>General</b> <ul style="list-style-type: none"> <li>• Communications</li> <li>• Computing skills / Database</li> <li>• Health and safety</li> <li>• In-house Office procedures</li> </ul>       |                               |              | ✓<br>✓<br>✓<br>✓     |

First priority for training



Second priority for training



No need for training



## Training Plan

Download this form <http://www.bnets.co.nz/free-stuff/Individual-Training-Plan.doc>. Add in the employees' details. The first priority for training are the **Building Act and Building controls**. You then need to source relevant training in this area. In this example you may wish to send the attendee on the BRANZ CITE building controls course and also send them on the BOINZ Training Academy

## Example Individual Training Plan

Employee Name: Anna Form

Organisation: Bigtown BCA

Year ended: 31/12/2006

| Training topic or course                    | Due date  | Completed date | Signed by employee |
|---|-----------|----------------|--------------------|
| BRANZ CITE Building Controls course         | June 2006 |                |                    |
| BOINZ Training Academy – Plans and Consents | July 2006 |                |                    |

These templates you can use again and again. If you need more help with writing plans contact me, email: [rosie@bnets.co.nz](mailto:rosie@bnets.co.nz)

