

***THE  
TRAINING AND DEVELOPMENT NEEDS TOOLKIT***

-----  
(group)

***Training and Development Plan***

*date produced* -----

*review date* -----



*Developed by:*  
Malcolm Florey

*On behalf of:*  
Community Council of Devon  
April 2006



GROUP TRAINING AND DEVELOPMENT PLAN		
Group Name		
Address		
TRAINING AND DEVELOPMENT ACTIVITIES	TARGET DATES	
	Start	Complete

<p><b>PROGRESS REPORT</b></p>          <p>Signed: _____</p>	<p>review date: _____</p>          <p>date: _____</p>
---	---

<p><b>OTHER ISSUES IDENTIFIED DURING THE EXERCISE</b></p>          	<p><b>COMMENTS</b></p>          
---	--

STAGE 1: *Who are you? What are you? Background and Objectives*

Name of the Group
Background 1) 2) 3) 4) 5)
Objectives 1) 2) 3) 4) 5)
Personal Thoughts 1) 2) 3) 4)

STAGE 2: *Strengths : Weaknesses : Opportunities : Threats*

<p>Key Strengths</p> <p>1)</p> <p>2)</p> <p>3)</p> <p>4)</p>	<p>Action to Develop</p> <p>1)</p> <p>2)</p> <p>3)</p> <p>4)</p>
<p>Key Weaknesses</p> <p>1)</p> <p>2)</p> <p>3)</p> <p>4)</p>	<p>Action to Resolve</p> <p>1)</p> <p>2)</p> <p>3)</p> <p>4)</p>
<p>Key Opportunities</p> <p>1)</p> <p>2)</p> <p>3)</p> <p>4)</p>	<p>Action to Achieve</p> <p>1)</p> <p>2)</p> <p>3)</p> <p>4)</p>
<p>Key Threats</p> <p>1)</p> <p>2)</p> <p>3)</p> <p>4)</p>	<p>Action to Minimise / remove</p> <p>1)</p> <p>2)</p> <p>3)</p> <p>4)</p>

STAGE 3: *A World of Change and Challenges*

<p>Changes to be Faced</p> <ol style="list-style-type: none"><li>1)</li><li>2)</li><li>3)</li><li>4)</li></ol>
<p>Impact on the Group</p> <ol style="list-style-type: none"><li>1)</li><li>2)</li><li>3)</li><li>4)</li></ol>
<p>Opportunities or Challenges</p> <ol style="list-style-type: none"><li>1)</li><li>2)</li><li>3)</li><li>4)</li></ol>
<p>Doing Things Differently</p> <ol style="list-style-type: none"><li>1)</li><li>2)</li><li>3)</li><li>4)</li></ol>
<p>Further Training and Development</p> <ol style="list-style-type: none"><li>1)</li><li>2)</li><li>3)</li><li>4)</li></ol>

STAGE 4: *Key Tasks for the Group*

<b>Task:</b>	<b>How well is it done?</b>	<b>How well should it be done?</b>	<b>Action needed to improve performance:</b>
1)			
2)			
3)			
4)			
5)			
6)			