



# **Skills Development Facilitator**

## **Handout 10**

# **Summary Report on the Training Needs**

**Example of a summary report of the training needs:** (Results of the training needs analysis)

<b>TRAINING NEEDS</b>	<b>TYPE OF INTERVENTION</b>	<b>TOTAL OF EMPLOYEES</b>
Excell	Short course	22
Numeracy and communication	ABET	9
Project Management	Skills programme	5
Time Management	Short course	67