

## Handout 5 - 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>
Excel	Short course	22
Numeracy and communication	ABET	9
Project Management	Skills programme	5
Time Management	Short course	67

**Example of a summary of the training needs of a section/department of a business:**

<b>INFRASTRUCTURE TRAINING PLAN SUMMARY 2008</b>					
<b>Training Course</b>	<b>Number of employee (s)</b>	<b>Estimate Cost</b>	<b>Administrative</b>	<b>Technical</b>	<b>Training provider</b>
Public Relations	1	R 2,895.00	1		Siyanqoba
Project Management for office professionals	2	R 5,990.00	2		Siyanqoba
Health Induction Workshop	1	R 0.00	1		Nat.Treasury
Construction Safety Services (OH & S)	1	R 4,000.00		1	CSS Harrismith
English Skills for Second Language	2	R 5,990.00	2		Siyanqoba
Presentation skills	1	R 3,000.00	1		Siyanqoba
IESSA Lighting designs	1	R 5,000.00		1	CSIR
Cost and Management Account	1	R 9,000.00	1		Damelin
BAS	3	R 0.00	3		Prov treasury
Supply Chain management	3	R 0.00	3		Prov treasury
Excell Course	3	R 0.00	3		Health (Internal)
Coordinate contract development	1	R 2,500.00	1		PFMA
Contract Management	1	R 9,000.00	1		M&E
Financial Management for Non -financial	1	R 9,000.00	1		M&E
PPP Training	1	R 0.00	1		M&E

Data information management	1	R 2,500.00	1		PFMA
PPP Competency Skills	1	R 6,000.00	1		IP3
PPP's in Health, Education and Social Develop	1	R 6,000.00	1		IP3
PPP projects Officers skills development	1	R 6,000.00	1		IP3
Planning ICU & Theatres	3	R 18,000.00		3	Health Facility Planning(Internal)
Introduction to Planning Health Buildings	2	R 12,000.00	2		Health Facility Planning (Internal)
Supervisory skills	1	R 9,000.00	1		M&E
<b>GRAND TOTAL</b>	<b>33</b>	<b>R 115,875.00</b>	<b>28</b>	<b>5</b>	