



**PUBLIC SERVICE COMMISSION – 2008 TRAINING NEEDS SURVEY**

**Centre for Training and Development**

**Phone: 3315688 Fax: 3300502**

**E-mail: [stoutou@psc.gov.fj](mailto:stoutou@psc.gov.fj)**

**Ministry/Department :** \_\_\_\_\_

**ORGANISATIONAL NEEDS**

List key organisational training needs which the Ministry/Department require to achieve its Strategic and Corporate Plan objectives.

| <b>LEVELS</b>          | <b>OCCUPATION(S)</b> | <b>TRAINING NEEDED</b> | <b>EXPECTED OUTCOME FROM TRAINING</b> |
|------------------------|----------------------|------------------------|---------------------------------------|
| SENIOR EXECUTIVE LEVEL |                      |                        |                                       |
| MIDDLE MANAGEMENT      |                      |                        |                                       |
| OPERATION STAFF        |                      |                        |                                       |

**OCCUPATIONAL NEEDS**

List occupational training needs where specific training is needed towards achieving you Corporate and Business Plan outputs.

| <b>LEVELS</b>          | <b>OCCUPATION(S)</b> | <b>TRAINING NEEDED</b> | <b>EXPECTED OUTCOME FROM TRAINING</b> |
|------------------------|----------------------|------------------------|---------------------------------------|
| SENIOR EXECUTIVE LEVEL |                      |                        |                                       |
| MIDDLE MANAGEMENT      |                      |                        |                                       |
| OPERATION STAFF        |                      |                        |                                       |

**INDIVIDUAL NEEDS**

List individual training needs where specific training is needed at individual level to equip officers to achieve their individual work plan.

| <b>LEVELS</b>          | <b>OCCUPATION(S)</b> | <b>TRAINING NEEDED</b> | <b>EXPECTED OUTCOME FROM TRAINING</b> |
|------------------------|----------------------|------------------------|---------------------------------------|
| SENIOR EXECUTIVE LEVEL |                      |                        |                                       |
| MIDDLE MANAGEMENT      |                      |                        |                                       |
| OPERATION STAFF        |                      |                        |                                       |

**UNDERTAKING:**

The information provided reflects the correct Training Needs identified during the TNA exercise carried out within our Ministry/Department.

**Training Officer:**

Name: .....

Signature: .....

Date: .....

**Permanent Secretary:**

Name: .....

Signature: .....

Date: .....

**OFFICIAL STAMP:**

