

# Training and Development Recommendations

## 1. Objective

To provide tailored training and development guidance aimed at improving employee competencies and supporting organizational goals.

## 2. Assessment Summary

Area	Current Status	Gap Identified
Technical Skills	Intermediate	Advanced knowledge required
Leadership	Basic	Team management skills needed
Communication	Good	Presentation skills improvement

## 3. Recommended Programs

1. Advanced Technical Training  
Online certification in relevant technologies, 8 weeks.
2. Leadership Workshop  
Instructor-led, focus on team building and conflict resolution, 2 days.
3. Effective Presentation Skills  
Short course on communication and visual presentation, 1 day.

## 4. Implementation Plan

- Identify suitable training providers by end of Q2.
- Schedule training sessions based on employee availability.
- Monitor attendance and collect participant feedback post-training.
- Set post-training evaluation to measure knowledge/skills improvement.

## 5. Expected Outcomes

- Improved employee proficiency in core technical skills.
- Enhanced leadership and management capabilities.
- Greater confidence and clarity in presentations.

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### Important Notes:

- This document should be reviewed annually to ensure continued alignment with organizational objectives.
- Recommendations must be personalized to the individual's current and future roles.
- Feedback from participants is crucial for continual improvement of training approaches.
- Budget considerations may impact the selection and scope of training programs.