

TRAINING NEEDS IDENTIFIED

The **Training Needs Identified** section is an area you can use in conjunction with the Performance Review section. Here you can list any training that you have

identified with your manager to help you do your job effectively and efficiently.

Try This Yourself:

Before trying this ensure that you have logged on to the Gateway and accessed the My CPD area

- 1 Click the **Training Needs Identified** tab

The Training Needs section will appear

- 2 To add a new Training Need click **Add Training Need**

- 3 Click **Select a type of training**

A list of training types will appear

- 4 Click the correct type

Complete the extra fields that appear (these are dependent on your choice)

- 5 Click whether the training is a statutory requirement of the role

- 6 Click **Save**

A message will appear saying **You have successfully added a new Training Need**

- 7 Click **Back to Training Needs page**

Your Training needs will now appear

My CPD

Basic Details | Employment History | Qualifications | Training History | Other Ways of Learning | Professional Membership | Performance Review | **Training Needs Identified** | Download My CPD

| Add Training Need |

Filter by Training Need Not Met

Please add any Qualifications/Training/E-Learning or Other Learning Opportunities that you have identified via appraisal, supervision or your own training needs analysis

You currently do not have any training needs listed

My CPD

Basic Details | Employment History | Qualifications | Training History | Other Ways of Learning | Professional Membership | Performance Review | **Training Needs Identified** | Download My CPD

Add Training Need

Type of Training

Is this training need a statutory requirement of the role? Yes No

Save **Cancel**

Select a type of training

- Short Course
- Qualification
- E-Learning
- Other Ways of Learning

Is this training need a statutory requirement of the role? Yes No

Save **Cancel**

Add Training Need

You have successfully added a new Training Need

[Back to Training Needs page](#)

My CPD

Basic Details | Employment History | Qualifications | Training History | Other Ways of Learning | Professional Membership | Performance Review | **Training Needs Identified** | Download My CPD

| Add Training Need |

Filter by Training Need Not Met

Please add any Qualifications/Training/E-Learning or Other Learning Opportunities that you have identified via appraisal, supervision or your own training needs analysis

Need Type:	E-Learning
Title:	An Introduction to Customer Service in West Sussex
Level:	Level one
Provider:	Not Known
Cost:	N/A
Organisation:	L&D Operations Team
Statutory requirement of the role:	No
Training Need Met:	No

| Edit | Delete |

For Your Reference...

1. The Training type form will present you with different areas to complete depending on which choice of training you made
2. Your manager can also add training needs
3. Your manager is the only one who can mark if the training need has been met

Handy to Know...

- Any item with a red asterisk (*) is mandatory so needs to be completed
- An email will be sent to both you and your line manager informing you both of the training need
- You can filter by Training needs not met