INSTRUCTIONS FOR
INDIVIDUAL TRAINING NEEDS ASSESSMENT (ITNA)
&
ANNUAL INDIVIDUAL TRAINING PLAN (AITP)

1. These two training items are completed in conjunction with an employee's annual performance evaluation.

2. The employee and supervisor should review the job specific competencies relevant to the employee’s job function prior to completing either of these items.

3. The employee and the supervisor then complete the ITNA, and indicate with an (X) the training need and level of importance to the job function for each competency listed on the ITNA.

4. The form will automatically calculate the total score. Nine (9) indicates a high training need and One (1) a low need.

5. Then Five (5) competencies with a high training need (areas of training need) are identified by the employee in conjunction with the supervisor.

6. These five competencies and their complete descriptions from the ITNA are then to be input on the AITP.

7. The supervisor signs and dates the AITP.

8. The employee and supervisor should retain copies of the ITNA and AITP.

9. The AITP is then forwarded by fax or mail to the appropriate training liaison from the Center for Professional Excellence in Child Development (CPE). The form should either be faxed to CPE at 603-271-4737, or mailed to the following address: CPE, 117 Pleasant Street, Dolloff Building 3rd Floor, Concord, NH 03301.

10. The ITNA and AITP should be completed annually, and each completed AITP sent to CPE.

9/12/2014