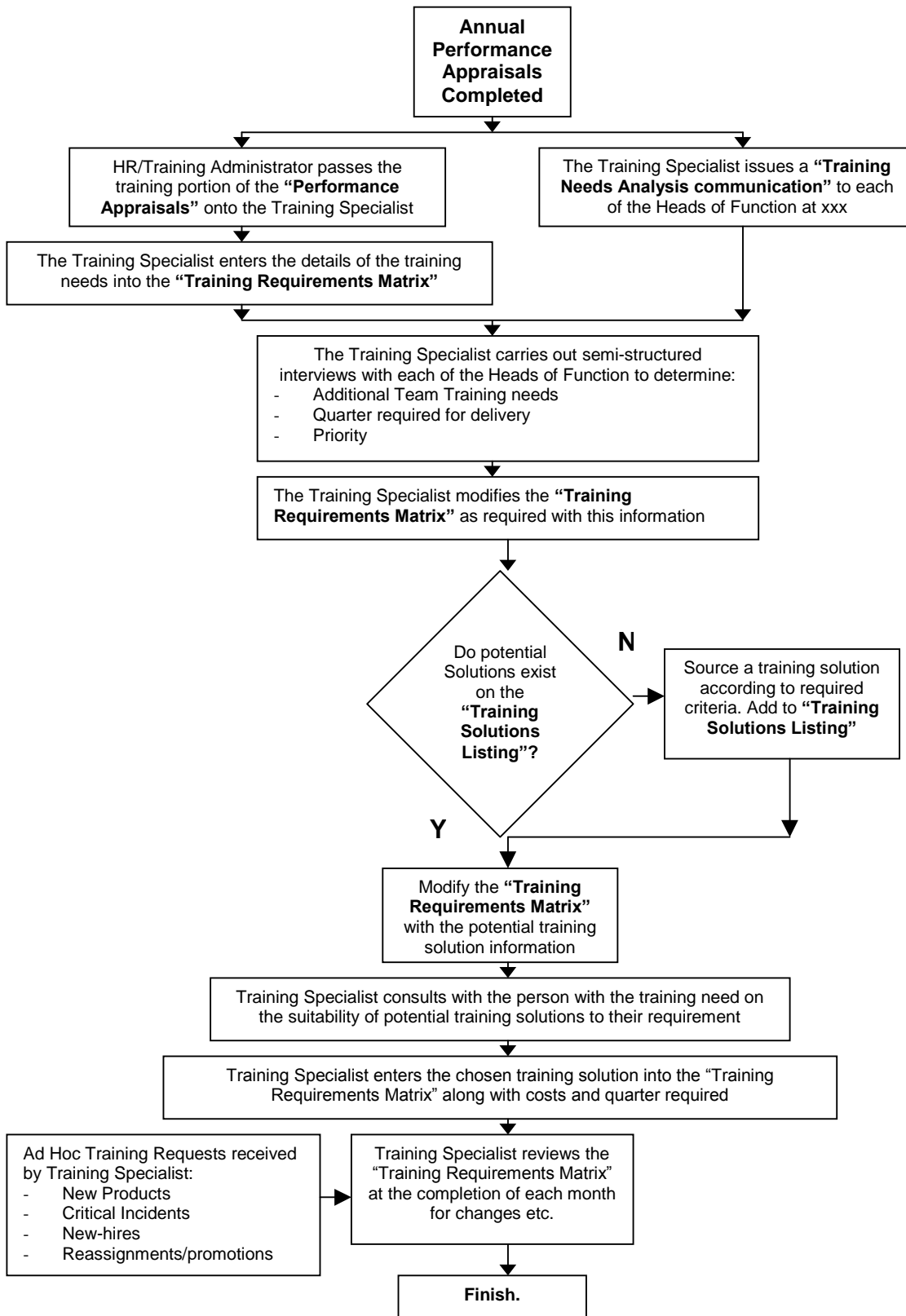


SOP Flowchart for the Annual Training Needs Analysis Process at xxx.



References:

- | | |
|--|---|
| "Performance Appraisals" | – Completed copies of the performance appraisals are sent to the HR/Training Administrator on an annual basis |
| "Training Needs Analysis Communication" | – Sample can be found at: p:data/training/??? |
| "Training Requirements Matrix" | – Can be found at: p:data/training/??? |
| "Training Solutions Listing" | – Can be found at: p:data/training/??? |