

Checklist
workplace analysis – training needs

Description of workplace:

Present requirements for the job	Future requirements for the job
Technical knowledge and abilities	Technical knowledge and abilities
Creative-methodical knowledge and skills	Creative-methodical knowledge and skills
Social-communicative knowledge and skills	Social-communicative knowledge and skills

Foreseeable consequences for the workplace

	short-term	medium-term	long-term
Technical investment in the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vocational qualification for the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reshuffle of the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restructuring of the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expansion of the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>