Bahamas Agricultural Health and Food Safety Authority

Food Safety & Quality Unit

Training Needs Analysis

The following assessment will be used to determine your training needs to meet your job functions, organization's goals and to aid in your career development.

Instructions: Kindly fill the following form and return to BAHFSA by August 31, 2021 at <u>bahfsa@bahamas.gov.bs</u> and place "Training Needs Analysis" in the Subject heading. Please email us if you require further assistance.

BAHFSA/FSQU Use only: Analysis ID No.

DATE:____dd/mm/yyyy__

ORGANIZATION:

JOB POSITION/TITLE:

SECTION 1

Please fill Table 1 below to pair job functions with your training requirements. Examples and explanations of headings described below Table. Add additional rows as necessary

Table 1 Report of Training Needs against Major Tasks

Major Tasks of Job Position	Training/skill development required?		If yes, indicate what training you require	How can this be achieved?*	Time**	Level of Training***	Mode of Delivery ****
	Y	N					
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* Example: on the job, external etc.

** Within what time frame would you want training e.g. within the next 2 months, a year etc.

*** Example: Certificates, Degrees e.g. MSc.

**** Example: online self-paced, online instructor lead, face-face (classroom setting), shadowing, cross-training etc.

SECTION 2

Please indicate in Table 2 below by placing an X beside any competencies and skills you think may be of interest to you and your career development, which were not mentioned in Table 1.

 Table 2
 List of Competencies and Skills of Interest.

Competencies	х	Skills	х
Agency/ Government Procedures, Act & Regula- tion		Food Inspection (including meat and fish)	
Government Procurement/Other Procedures		Food Establishment Inspection	
Adaptability		Food & Food Safety Technology	
Action Orientation & Conflict Resolution		Information Technology: Type	
Coaching/Employee Development		Training & Education	
Analytical Skills		HACCP Auditing/Training	
Business Knowledge/Acumen		Ship & Cargo Inspection	
Communication		Sampling	
Customer Focus	1	Food Toxicology	
Decision Making		Food Fraud Detection	
Fiscal Management		Integrated Pest Control Management	
Global Perspective		Other Food Safety and Quality Control Au- diting/Training	
Innovation		Laboratory Testing: Type	
Interpersonal Skills		Laboratory Management	
Leadership		Occupational Health & Safety	
Risk Management		Post-Harvest Technology	
Persuasion and Influence		Fumigation	
Problem Solving		Pesticide Management	
Planning		Entomology	
Self-Management		Bio-Marine Toxicology	
Results Orientation		Foodborne Disease Outbreak Investigation & Management	
Project Management		Crisis & Disaster Management	
Teamwork		Other:	
Establishing Objectives		Other:	
Public Speaking		Other:	
Proposal Development		Other:	
Policy Development and Management		Other:	
Time Management		Other:	
Research Methodology		Other:	
Journal and Scientific Paper Writing & Develop- ment		Other:	
Data Analysis & Presentation		Other:	
Survey Methodology		Other:	
SPSS and other Statistical Software		Other:	
Other:		Other:	
Other:		Other:	

SECTION 3

Please provide your responses to the questions below. Use as much space as necessary

What do you want to achieve in the period ahead (months-1yr.)?

Where can you see your career moving in the next two years?

What will you need from your Company or BAHFSA to assist you in reaching your career goals (e.g. training, Gov. financial aid etc.)?

Not all training may be cost free. Are you willing to pay a small fee if required, for your personal development? () Yes () No () Maybe

Besides training what do you think is needed to improve your job functions (e.g. improved documentation and reporting, established procedures and related manuals, resources etc.)

Any other remarks (concerns, suggestions, etc.)