This document identifies training needs by noting the discrepancy between what an employee does today and what they will do in the future once X training is delivered and Y is implemented

Who does it?	**What do they do today?**	**What do you want them to do in the future?**	**Training/Impact Points**			
			Training	Policy or Procedure	Communication	Organization Change
[Enter user group title or Process/ Sub-processes title]	[List current tasks]	[List future tasks i.e., what they will need to do for the implementation of this system or training]	[List the training impacts]	[List the Policy/ Procedure impacts]	[List the communication impacts]	[List the organizational change impacts. See Job Aid]
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