

13. Who heads up the HR or Learning and Development and who is their boss?

14. Who are the key people with responsibilities for Training and Development?

15.

	Yes	No	Requested	By when
Org Chart				
Competencies				
Gap Assessment				
Internal Survey				
Any other documents				

16. Your Learning Meeting/ CANI

17.

Deliverable ( Approach note, Proposals etc)	Date

18. Logistics: ( Have told them about Venue requirements)

When do you get your training budget during the year?

1st half

Friday Morning

Date of Implementation:

Pondicherry - 16-17-18<sup>th</sup> Feb. (19<sup>th</sup> Friday)

Any Special Requirement:

Intent in ProgressIT:

Tick on Date: Cold/ Luke Warm/ warm/ hot/ Contract

19. Consultant's Name:

maynardleigh