**Training Course Priority Weighting Template**

This template will help you weigh up training course options based on the priorities of your business – the higher the score the more important for your business needs.

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|  | Training Course 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Please circle as appropriate | Training Course 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Please circle as appropriate |
| What percentage of your staff will require this training? | (0...............50%.................100%)1 2 3 4 5 6 7 8 9 10 | (0...............50%.................100%)1 2 3 4 5 6 7 8 9 10 |
| Will attendance of staff at training negatively affect the day to day running of the business? | (A lot.................................A little)1 2 3 4 5 6 7 8 9 10 | (A lot.................................A little)1 2 3 4 5 6 7 8 9 10 |
| How soon will the training start to impact positively on the business? | (Long term..........................Immediately)1 2 3 4 5 6 7 8 9 10 | (Long term..........................Immediately)1 2 3 4 5 6 7 8 9 10 |
| Are there any intangible benefits you can expect as a result of the training? (E.g. improved attendance, morale etc?) | (None..................................Lots)1 2 3 4 5 6 7 8 9 10 | (None..................................Lots)1 2 3 4 5 6 7 8 9 10 |
| How many of your business’ KPI’s will be positively affected by this training course? | (Maybe 1.............................All KPI’s)1 2 3 4 5 6 7 8 9 10 | (Maybe 1.............................All KPI’s)1 2 3 4 5 6 7 8 9 10 |
| What percentage of your training budget will be spent on this course?  | (100%..........50%...............0%)1 2 3 4 5 6 7 8 9 10 | (100%..........50%...............0%)1 2 3 4 5 6 7 8 9 10 |
| Will carrying out this training enable you to attract new business? | (No…………………………..Definitely)1 2 3 4 5 6 7 8 9 10 | (No…………………………..Definitely)1 2 3 4 5 6 7 8 9 10 |
| **Total** |  |  |

Find more guidance on [training your staff](https://www.nibusinessinfo.co.uk/content/training-your-staff) on nibusinessinfo.co.uk.