**TRAINING NEEDS ANALYSIS**

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| **Volunteer Position** | **Requirements** | **Resources/Training** | **Description** | **Cost** |
| Volunteer Supervisor | Managing Volunteers  Conflict Management  Counselling Skills |  | The training could be an in-house training conducted by existing staff/volunteer, or provided by an external trainer. |  |
| All Volunteers | Computer Skills  Fire Safety  Time Management  How to operate Cash Register |  |  |  |
| Others | Working with Media |  |  |  |
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