

Plan - 3.4 Staff training needs assessment matrix

Name	Position	Business benefits of energy/ environmental improvement	General energy / Environmental awareness	Energy efficiency measures / procedures	Maintenance for energy efficiency	EnMS Awareness	EnMS Operation	EnMS Procedures
	Managing Director							
	Directors							
	Technical manager							
	Environmental manager							
	Middle managers							
	Administration							
	Supervisors							
	Maintenance							
	Warehouse							
	Accounts/purchasing							
	Promotions/Marketing							
	Receptionist							
	Contractors							
	Security							