

Applicant Assistance Program
Training Needs Survey

Manager's Name: _____ Date _____

Department: _____

The results of the following survey will be used to identify and prioritize training needs and to develop a training plan for your company.

1. Are there any challenges the company faces that might be addressed, in whole or in part, with training? These challenges might stem from problems that need to be resolved, or, they might represent new opportunities for your business. Challenges might be particular to a single function within the organization or they may pertain to a cross-function involving more than one area of the organization. They may also represent areas where organizational performance, while not presently an issue, could be improved or competitive advantage strengthened.

Yes No

If yes, please explain:

2. Are there any changes planned in processes, systems, tools or technology in the near future that will require employees to develop new skills and knowledge?

Yes No

If yes, please explain:

3. Is there any indication that employees generally lack skills or abilities they need to satisfactorily meet performance objectives? Are there any specific improvements in employees' skills or knowledge that would help them in their jobs?

Yes No

If yes, please explain:

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4. Are there any specific training courses that should be offered to employees at any level of the organization?

Yes No

If yes, please provide the following information:

First Training Activity

What type of training should be provided? _____

What group of employees should be trained? _____

What would be the objective of the training, i.e., what would you expect it to accomplish?

Second Training Activity

What type of training should be provided? _____

What group of employees should be trained? _____

What would be the objective of the training, i.e., what would you expect it to accomplish?

5. Are there specific training courses that have been requested by employees?

Yes No

If yes, please explain:

