

Departmental Training Needs Assessment

Think about your current position, what are the three most important skills that you have relied on to perform your job well?

Given your current position and your career development plans, what are your top three learning and professional development needs?

What external programs have you participated in that you would recommend for our team?

Please rate the following internal programs in terms of their importance to improving your job performance:

	Low Priority	Mid Priority	Top Priority
Communication Skills			
Customer service			
FISH! Philosophy			
E-mail management and etiquette			
Supervising student employees			
Project management			
Goal setting			
Team building			
Motivating employees			
Coaching			
Conflict Management			
Myers-Briggs Type Indicator			
Managing conflict			
Performance Development Planning			
Diversity			
Managing Up			
Change Management			
Time Management			
Other (please specify)			

Training Logistics

What is the best day of the week for you to participate in a training session?

Monday

Tuesday

Wednesday

Thursday

Friday

What is the best time of day for you to participate in a training session?

- Morning
- Afternoon
- Evening

What is the ideal length of training for you?

- One hour brown bag lunch
- Two hour session
- Four hour session
- Full day session

What delivery method do you prefer?

- Classroom instruction
- Read and discuss a book
- E-learning
- Other (Please specify)

What would prevent your attendance at training?

- No office coverage
- Can't devote the time
- No support from supervisor
- Other (Please specify)