

# Training Needs Survey

1. Please list some current people-related problems/issues in your department/area.

Would training help resolve the problems/issues listed above? If so, what type of training would you recommend?

2. Please list three most important (urgent) staff training needs and explain why.

a)

b)

c)

3. Please list the three most important (urgent) training needs that you have and explain why.

a)

b)

c)

4. Looking ahead, in terms of strategic planning or operational plans, where is your department/area going to be in one to two years?

What is going to be needed to get it there?

What training (if any) will be needed to get it there?

5. Other thoughts and suggestions:

**Don't Forget . . .**

There are two major pitfalls in determining training needs.

1. Attitude
2. Aptitude

**Reading Suggestions:**

*What Every Manager Should Know About Training: An Insider's Guide to Getting Your Money's Worth From Training*  
by Dr. Robert F. Mager