



Form No. (1) Staff Questionnaire on Analysis and Development of Training Needs

Kindly identify the category you feel that it best describes your work in this Entity:		
1	Leadership category	<input type="radio"/>
2	Supervisory category	<input type="radio"/>
3	Executive category	<input type="radio"/>
4	Professional category	<input type="radio"/>

	0 day	1 -2 days	3 – 4 days	5 – 6 days	Over 6 days
Determine the number of training days you attended during past year					

Have you discussed your training and development needs with your line manager during the past year?
Yes, <input type="radio"/>
No, <input type="radio"/>

Do you currently have an Individual Development Plan (IDP)?
Yes, <input type="radio"/>
No, <input type="radio"/>

If yes ..., Have you achieved the objectives set out in the Individual Development Plan (IDO) during the past year?
Yes, <input type="radio"/>
No, <input type="radio"/>

If no...., Please explain the reasons that hindered you from attendance to the training events specified in the plan.
Example: I have been seconded to another department for six months. Therefore, I did not have enough time to attend all training events.



Please rate your degree of preference to the following training patterns:

	I never care at all 1	2	3	4	Most Preferred 5
1. Internal Training (with external trainers)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Internal Training (provided by our staff).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. External Training (provided by external trainers).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Official Academic Studies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Secondment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Applied Tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Career Shadowing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Career Rotation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please rate the extent of barriers and obstacles that you believe they prevent you from having access to training and development opportunities in this Entity.

		No barrier 1	2	3	4	Major barrier 5
1	I cannot get a leave from work to attend training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	I do not know what are the available training courses suitable for me	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	There are no training courses that meet my own training needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	I do not feel that training is necessary for the kind of work I perform	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Training course times are not appropriate at all	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	No budget has been allocated for training in my department	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	I have a bad experience with the quality of training provided during the past year	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	The manager does not give us enough time to discuss our training needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



If the Entity is to provide the following training courses next year, to what extent these courses are relevant to your work needs?

	No Relevance 1	2	3	4	Closely Relevant 5
1. Enter the name of the course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Enter the name of the course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Enter the name of the course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Enter the name of the course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Enter the name of the course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Enter the name of the course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Enter the name of the course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Enter the name of the course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<p>What are the other specialized patterns of training do you need to best perform your job? Example: I need to have on-the-job training, such as training on special projects in order to utilize the skills I have recently learnt about Microsoft.</p>

<p>Do you feel that this Entity grants value and importance to training and development?</p>
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Please send the completed forms to the concerned training department.

Instructions to Human Resources Department:

<p>The training department may amend and update this Form according to the needs of the concerned entity</p>
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