

Training Needs Analysis Questionnaire

Name:

Job title:

Dept/section:

Report to:

How long have you worked for the company?

How long in present position?

Previous roles at this company and previous companies:

Briefly describe your job and its main purpose:

What are the main tasks involved?

What are the key skills involved in doing your job effectively?

What (if any) specialist knowledge is required? (e.g. Health & Safety Legislation)

What can you do now that you could not do when you moved into your current job role?

What are the benefits to the company?

Do you have management/supervisory responsibilities? If so describe what they are:

How much supervision/management do you need to do your job?

Very little

A lot

1

2

3

4

5

What is the most difficult part of your job?

What is the easiest?

What are the key results of your work?

Do you work as part of a team?

If yes, does everyone in the team do the same job?

If no, list the different jobs that make up the team.

Do you fully understand the roles and responsibilities of others in the company?

How much flexibility is there in the jobs in your team?

None

Very flexible

1

2

3

4

5

Would greater flexibility help your department or team?

How is your job likely to change in the future?

Next year:

Up to 3 years from now:

What new skills might you need?

How would you prefer to get these skills?

How could access to learning and development opportunities help you to do your job better?

What might prevent you accessing these opportunities?

What would help others in your team to improve their performance?

What do you consider to be the main problem facing the company?

From the development you have experienced in the past, what type have you learned most from?

Rate by circling from 1 (least) to 5 (most)

Self teaching/following manuals	1	2	3	4	5
Group activities with a tutor/teacher	1	2	3	4	5
Classroom or seminars	1	2	3	4	5
Completing set assignments	1	2	3	4	5
Working alone through course manuals	1	2	3	4	5
On-the-job training	1	2	3	4	5

Any other comments:

