**Training Needs Analysis Questionnaire**

Part 1

Please complete the Excel page listing the performance factors for your job. Please indicate the "Level of Importance” and "Level of Achievement" for each performance factor.

Make your Analysis Check in the first block. The second block is for the manager to complete. The middle ranking is "Average" and it is very acceptable.

By completing these “Performance Factors” you will help to identify your training needs. Your self-analysis has nothing to do with job performance. There are no right or wrong answers, but a reflection of your thinking and actions.

Complete in duplicate; keep one and send the other to your manager or conference leader if this is being completed before a training session.

In what areas would you like to strengthen your abilitiy to be more productive?

What are your on-the-job problems?

List any comments you wish to make or needs you may have to help you be more productive

|  |  |
| --- | --- |
| YOUR NAME: | DATE: |
| ORGANIZATION: | POSITION: |

**Training Needs Analysis Questionnaire**

Part 2

After completing the Performance Factors evaluation and discussing with your manager or trainer, please answer these questions.

What have you determined as the three most important improvements you would like to make to be more productive in your work?

Which one is most crucial for you to improve now?

What would be different if this skill or behavior was now a strength? What would others observe about you on the job?

What goal statement can you set to begin working on this skill or competency?