SurveyNinja

Training needs assessment

12 questions. About 3 min to answer.

Area and role

1. Which area do you work in? Required

Choose one answer.

- ○ Sales
- ○ Customer service
- ○ Operations
- ○ Production and logistics
- ○ Finance and administration
- ○ Human resources
- ○ Marketing
- ○ IT
- ○ Other

2. Which best describes your role? Required

Choose one answer.

- ○ Team member without direct reports
- ○ Team lead or supervisor
- ○ Manager
- ○ Director or senior leadership

3. How long have you been in your current role? Required

Choose one answer.

- ○ Less than 1 year
- ○ 1 to 3 years
- ○ More than 3 years

Skills and topics

4. How well has the training you've had so far prepared you for your job? Required

Choose one answer.

- ○ Not at all
- ○ A little
- ○ Somewhat
- ○ Well
- ○ Very well

5. Which skills would you like to strengthen? Required

Choose up to 3. Choose all that apply.

- ☐ Technical skills for my role
- ☐ Digital tools and software
- ☐ Communication
- ☐ Customer service
- ☐ Leading people
- ☐ Time management and organization
- ☐ Problem solving and decision making
- ☐ Data analysis
- ☐ Languages
- ☐ Workplace health and safety
- ☐ Other: _____

6. If you could take only one training this year, what topic would it be? Required

_____

_____

_____

7. How would this training help you in your work?

_____

_____

_____

Format and time

8. How do you prefer to learn? Required

Select all that apply. Choose all that apply.

- ☐ Online course at my own pace
- ☐ Live online class
- ☐ In-person workshop
- ☐ Mentoring or coaching
- ☐ Learning on the job from a colleague
- ☐ Short videos and reading

9. How much time a month could you spend on training during working hours? Required

Choose one answer.

- ○ Less than 2 hours
- ○ 2 to 4 hours
- ○ 5 to 8 hours
- ○ More than 8 hours

Certifications

10. Does your role require a certification or license you need to get or renew? Required

Choose one answer.

- ○ Yes
- ○ No

11. **Which certification or license, and by when?** Required

12. **Anything else we should know when planning training?**

Run it online for free

Copy this template to SurveyNinja, send the link and the answers go into a ready report with charts.

surveyninja.io/templates/training-needs-assessment

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