



**ABC limited**  
**TRAINING NEEDS ANALYSIS**

The purpose of this document is to support the development and implementation of a development programme for ABC Limited.

We need your help to ensure that what we decide to do is focused on what your needs are and what you would like to cover. So, appreciating that you are all very busy, I wonder if you could take a little time to complete this questionnaire.

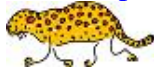
We will make arrangements to meet with you to go through your completed questionnaire with you to ensure we have a good understanding of the potential priorities for development. Anything we discuss is in confidence and any information collected by me will be used solely to identify common themes across the management group and may be used later to assist you in the development of any individual development plans.

Please be as specific as you can on your development needs and what you would like to cover. The information gained from these questionnaires will be supplemented by an individual discussion with you.

If you have any queries relating to this exercise please feel free to contact us on ????????

Please feel free to write on an additional sheet of paper if required.

Name:
How many people are in your team?
Do you have a 2IC currently?
How long have you been in a management role?
Any formal management training over the last 5 years?



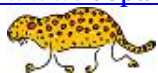
In terms of your own development, can you indicate which of the following might work best for you? Please feel free to add other ideas you have for your own development.

Developmental approach	Strong Preference	Medium Preference	Low Preference
Training course			
Distance learning/ Correspondence courses			
Mentoring by HO staff			
Special projects			
Coaching from an external coach			
Site visits			
Academic courses			
Guided reading			
Other:			
<b>Comments:</b>			

What do you believe are some of potential constraints or barriers to your own development?

Barriers	Yes/ No	Barriers	Yes/ No
I am not in the habit		I am not sure of my career options	
I don't have the time		There is too much going on in my life	
I don't know how to start		I need new knowledge/ skills to manage my own development	
Development is not valued here		I am not sure what I should focus on	
Insufficient support from my Manager		Poor experiences in the past	
Other			

**Other comments related to your development:**



In the table below please indicate how comfortable you are on the subject and what are your priorities for future development. You may wish to add some points of explanation as well where appropriate. You can also add any other additional areas.

<b>ACTIVITY</b>	<b>Self-evaluation</b>					<b>Priority for Future Development</b>					<b>Comments</b> Please be as specific as you can to aid understanding.
	Very confident			Not confident at all		Very important			Not a priority		
Understanding and using financial information	5	4	3	2	1	5	4	3	2	1	
Dealing with staff performance issues	5	4	3	2	1	5	4	3	2	1	
Coaching and motivating others	5	4	3	2	1	5	4	3	2	1	
Developing business cases	5	4	3	2	1	5	4	3	2	1	
Understanding employment legislation	5	4	3	2	1	5	4	3	2	1	
Negotiation skills	5	4	3	2	1	5	4	3	2	1	
Interviewing and recruitment	5	4	3	2	1	5	4	3	2	1	
Leading Teams	5	4	3	2	1	5	4	3	2	1	
Introduction to Leadership	5	4	3	2	1	5	4	3	2	1	
Developing an annual plan	5	4	3	2	1	5	4	3	2	1	
Prioritising planning and time management	5	4	3	2	1	5	4	3	2	1	
Intermediate Selling	5	4	3	2	1	5	4	3	2	1	
Customer Service Skills	5	4	3	2	1	5	4	3	2	1	
Communication skills	5	4	3	2	1	5	4	3	2	1	
The role of the Manager	5	4	3	2	1	5	4	3	2	1	
	5	4	3	2	1	5	4	3	2	1	
	5	4	3	2	1	5	4	3	2	1	
	5	4	3	2	1	5	4	3	2	1	

Thank you for taking the time to complete this questionnaire, your comments will be invaluable in helping us determine the priorities for ABC Development Programme