

DV EAST ACCREDITATION COORDINATION & POLICY DEVELOPMENT PROJECT

TRAINING NEEDS ANALYSIS

Administration & Other Workers Questionnaire

1. Please list the five main skills that you need in your work.

- | | | |
|----|--|----|
| 1. | | 2. |
| 3. | | 4. |
| 5. | | |

Comments...

2. Please list the five main training topics/areas that would most benefit you in your job.

- | | | |
|----|--|----|
| 1. | | 2. |
| 3. | | 4. |
| 5. | | |

Comments...

3. Have you participated in any training programs in the last 12 months? Yes (*Please list*) No

If yes, was it helpful? If so, how? If not, why not?

4. What do you see as the 3 most important aspects of a training program? (Please prioritise 1→3)

- | | |
|--|---|
| <input type="checkbox"/> Content (topics covered) | <input type="checkbox"/> Presentation (e.g. trainers) |
| <input type="checkbox"/> Time/length of the course | <input type="checkbox"/> Mode of learning |
| <input type="checkbox"/> Availability of relieving staff | <input type="checkbox"/> Travel time |
| <input type="checkbox"/> Whether course is accredited | |
| <input type="checkbox"/> Other... | |
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5. What are the 3 types of training approaches that would most benefit you in your job? (Please prioritise 1→3)

- | | |
|---|--|
| <input type="checkbox"/> External mentoring/coaching | <input type="checkbox"/> Peer learning groups |
| <input type="checkbox"/> External short course (i.e. ½, 1 or 2 days) | <input type="checkbox"/> On-line computer training |
| <input type="checkbox"/> External extended course (i.e. weeks/months) | <input type="checkbox"/> In-house training |
| <input type="checkbox"/> Extended formal study | |
| <input type="checkbox"/> Other... | |
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6. What are the barriers that have previously prevented you from participating in training?

- | | |
|--|---|
| <input type="checkbox"/> Expenses and costs (i.e. course fees) | <input type="checkbox"/> Time constraints |
| <input type="checkbox"/> Backfill of staff | <input type="checkbox"/> Travel/Geographic distance |
| <input type="checkbox"/> Inappropriately pitched (i.e. level of challenge) | <input type="checkbox"/> Lack of incentives |
| <input type="checkbox"/> Other... | |
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