

DV EAST ACCREDITATION COORDINATION & POLICY DEVELOPMENT PROJECT

TRAINING NEEDS ANALYSIS

Managers/CEO's/Directors

1. What do you think are the key competencies that you need to do your job properly?

- | | |
|--|--|
| <input type="checkbox"/> Service development | <input type="checkbox"/> Administration, finance, budget, IT |
| <input type="checkbox"/> Team leadership and development | <input type="checkbox"/> Monitoring Evaluation |
| <input type="checkbox"/> Strategic planning and training | <input type="checkbox"/> Providing in-house training |
| <input type="checkbox"/> Reporting and accountability systems | <input type="checkbox"/> Collaboration and partnerships |
| <input type="checkbox"/> Governance and decision making | <input type="checkbox"/> Community development/ education |
| <input type="checkbox"/> Case management/planning | <input type="checkbox"/> Community capacity building |
| <input type="checkbox"/> Organisational leadership | <input type="checkbox"/> Submission, tender writing |
| <input type="checkbox"/> Networking and liaison | <input type="checkbox"/> Working with Boards/Committees |
| <input type="checkbox"/> Occupational health and safety | <input type="checkbox"/> Standards and quality improvement |
| <input type="checkbox"/> Project management | <input type="checkbox"/> Management of staff |
| <input type="checkbox"/> Report writing | <input type="checkbox"/> Legal issues |
| <input type="checkbox"/> Program planning & policy development | <input type="checkbox"/> Counselling |
| <input type="checkbox"/> Research and development | <input type="checkbox"/> Grievance/conflict management |
| <input type="checkbox"/> Service marketing and promotion | <input type="checkbox"/> Policy contribution/awareness |
| <input type="checkbox"/> Manager values and professional role | <input type="checkbox"/> Staff supervision, performance appraisals |
| <input type="checkbox"/> Other... | |

2. What are your current supervision arrangements?

External Supervision

- Individual Group
- weekly
- fortnightly
- monthly
- I receive no regular supervision

Internal Supervision

- Individual Group
- weekly
- fortnightly
- monthly
- I receive no regular supervision

Other...

3. What is the one area of training that would benefit you the most in your job? *(Please tick one)*

- | | |
|--|--|
| <input type="checkbox"/> Service development | <input type="checkbox"/> Administration, finance, budget, IT |
| <input type="checkbox"/> Team leadership and development | <input type="checkbox"/> Monitoring/Evaluation |
| <input type="checkbox"/> Strategic planning and training | <input type="checkbox"/> Train the trainer course |
| <input type="checkbox"/> Governance and decision making | <input type="checkbox"/> Collaboration and partnerships |
| <input type="checkbox"/> Organisational leadership | <input type="checkbox"/> Community development/ education |
| <input type="checkbox"/> Occupational health and safety | <input type="checkbox"/> Community capacity building |
| <input type="checkbox"/> Program planning & policy development | <input type="checkbox"/> Submission, tender writing |
| <input type="checkbox"/> Research and development | <input type="checkbox"/> Working with Boards/Committees |
| <input type="checkbox"/> Service marketing and promotion | <input type="checkbox"/> Standards and quality improvement |
| <input type="checkbox"/> Policy contribution/awareness | <input type="checkbox"/> Grievance/conflict management |
| <input type="checkbox"/> Manager values and professional role | <input type="checkbox"/> Staff supervision, performance appraisals |
| <hr/> | |
| <input type="checkbox"/> Other... | |

4. What would be your 3 main training priorities? *(Please prioritise 1→3)*

- | | |
|--|--|
| <input type="checkbox"/> Service development | <input type="checkbox"/> Administration, finance, budget, IT |
| <input type="checkbox"/> Team leadership and development | <input type="checkbox"/> Monitoring/Evaluation |
| <input type="checkbox"/> Strategic planning and training | <input type="checkbox"/> Train the trainer course |
| <input type="checkbox"/> Governance and decision making | <input type="checkbox"/> Collaboration and partnerships |
| <input type="checkbox"/> Organisational leadership | <input type="checkbox"/> Community development/ education |
| <input type="checkbox"/> Occupational health and safety | <input type="checkbox"/> Community capacity building |
| <input type="checkbox"/> Program planning & policy development | <input type="checkbox"/> Submission, tender writing |
| <input type="checkbox"/> Research and development | <input type="checkbox"/> Working with Boards/Committees |
| <input type="checkbox"/> Service marketing and promotion | <input type="checkbox"/> Standards and quality improvement |
| <input type="checkbox"/> Policy contribution/awareness | <input type="checkbox"/> Grievance/conflict management |
| <input type="checkbox"/> Manager values and professional role | <input type="checkbox"/> Staff supervision, performance appraisals |
| <hr/> | |
| <input type="checkbox"/> Other... | |

5. 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"/> Travel time |
| <input type="checkbox"/> Whether course is accredited | <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"/> Other... | |

6. 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... | |

7. What are the barriers that have previously prevented you as manager, 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... | |

8. What do you think are the key competencies that your staff need to do their job properly?

- | | |
|---|--|
| <input type="checkbox"/> Crisis intervention support | <input type="checkbox"/> Specialist DV skills |
| <input type="checkbox"/> Case management and planning | <input type="checkbox"/> Group work |
| <input type="checkbox"/> Working with complex needs | <input type="checkbox"/> Policy awareness and implementation |
| <input type="checkbox"/> Conflict resolution, mediation and negotiation | <input type="checkbox"/> Early intervention and prevention |
| <input type="checkbox"/> Managing challenging behaviour | <input type="checkbox"/> Assessment and referral |
| <input type="checkbox"/> Counselling and interviewing | <input type="checkbox"/> An understanding of Feminist practice |
| <input type="checkbox"/> Specialist skills (Indigenous, CALD, MH, AOD) | <input type="checkbox"/> Networking, liaison and advocacy |
| <input type="checkbox"/> Other... | |

9. What do you think are the three key training areas most needed for your staff?

- | | |
|---|--|
| <input type="checkbox"/> Crisis intervention support | <input type="checkbox"/> Specialist DV skills |
| <input type="checkbox"/> Case management and planning | <input type="checkbox"/> Group work |
| <input type="checkbox"/> Working with complex needs | <input type="checkbox"/> Policy awareness and implementation |
| <input type="checkbox"/> Conflict resolution, mediation and negotiation | <input type="checkbox"/> Early intervention and prevention |
| <input type="checkbox"/> Managing challenging behaviour | <input type="checkbox"/> Assessment and referral |
| <input type="checkbox"/> Counselling and interviewing | <input type="checkbox"/> An understanding of Feminist practice |
| <input type="checkbox"/> Specialist skills (Indigenous, CALD, MH, AOD) | <input type="checkbox"/> Networking, liaison and advocacy |
| <input type="checkbox"/> Other... | |

10. What are the barriers/challenges for providing training to your staff?

- | | |
|--|---|
| <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... | |

11. What are the current supervision arrangements of your staff?

External Supervision

- Individual Group
- weekly
- fortnightly
- monthly
- other ...

Internal Supervision

- Individual Group
- weekly
- fortnightly
- monthly
- other ...