

Professional Development Needs Assessment Template

All questions are optional. Follow each question's directions.
Write your answers to the open questions in the space provided.

Use these seven questions as a focused starting point. Every question is optional so the creator can preserve the exact set, remove an item that does not fit the context, or adapt choices before sharing. The template is original editorial content, not a validated scale.

1. Which work outcome most needs development support?

- ☐ Quality or accuracy
- ☐ Speed or efficiency
- ☐ Customer or stakeholder service
- ☐ Collaboration
- ☐ Compliance or risk control
- ☐ Innovation or problem solving
- ☐ Another outcome

2. What upcoming change is most relevant?

- ☐ New technology or tools
- ☐ New process
- ☐ New regulation or standard
- ☐ New customer need
- ☐ Role expansion
- ☐ No major change
- ☐ Another change

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3. How confident are you performing the related task now?

- ☐ Not at all confident
- ☐ Slightly confident
- ☐ Moderately confident
- ☐ Very confident
- ☐ Extremely confident
- ☐ The task is new to me

4. How often can you practice this skill in real work?

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Less often
- ☐ No current opportunity
- ☐ Not sure

5. What is the main barrier to improving the outcome?

- ☐ Knowledge gap
- ☐ Skill practice
- ☐ Unclear process
- ☐ Tool or system limitation
- ☐ Time or workload
- ☐ Manager or peer support
- ☐ Another barrier

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6. Which learning format would be most practical?

- ☐ Guided practice
- ☐ Workshop
- ☐ Self-paced material
- ☐ Peer learning
- ☐ Coaching
- ☐ Job aid
- ☐ Another format

7. What specific result should be easier after development support?
