

Training Needs Assessment Survey Template

All questions are optional. Select one answer for each choice question.

Write your answers to the open questions in the space provided.

1. Which current or upcoming work task would you most like support with?

2. How often do you expect to perform this task during the next three months?

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Less often
- ☐ Not sure
- ☐ The task is no longer expected

3. How confident are you that you can complete this task to the required standard?

- ☐ Not at all confident
- ☐ Slightly confident
- ☐ Moderately confident
- ☐ Very confident
- ☐ Extremely confident
- ☐ The required standard is not clear

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4. Which part of the task is most difficult or unclear for you?

5. What support or guidance have you already tried for this task?

6. Which type of support would you prefer to try first?

- ☐ Step-by-step written guidance
- ☐ A demonstration
- ☐ Guided practice
- ☐ Coaching from a colleague or manager
- ☐ A structured course
- ☐ Another type of support
- ☐ Not sure

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7. What could prevent you from taking part in training or practice for this task?

8. What should you be able to do afterward that you cannot yet do confidently?
