

Training Pre Assessment Survey Template

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

Think about the named course task before the first session. This is for planning examples, not grading participants. Skip any question you cannot answer.

1. How often have you completed this task in the past three months?

- ☐ Weekly or more
- ☐ A few times
- ☐ Once
- ☐ Never
- ☐ This task is not part of my role
- ☐ Not sure

2. Which step of this task have you already tried?

- ☐ Getting started
- ☐ Carrying out the main steps
- ☐ Checking the result
- ☐ Handling an exception
- ☐ Several steps
- ☐ None yet
- ☐ Not sure

3. How confident do you feel explaining the task's main steps before the course?

- ☐ Very confident
- ☐ Somewhat confident
- ☐ Neither
- ☐ Slightly confident
- ☐ Not confident yet
- ☐ Not relevant to my role

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4. Which part would be most useful to practice during the session?

- ☐ A worked example
- ☐ The standard steps
- ☐ A difficult case
- ☐ Checking a result
- ☐ Asking for help
- ☐ Not sure
- ☐ Something else

5. What is most likely to make it hard to use the learning afterward?

- ☐ No access to a needed tool
- ☐ Not enough time
- ☐ Unclear instructions at work
- ☐ Rare chances to practice
- ☐ No obvious barrier
- ☐ Not sure
- ☐ Something else

6. Which example would help you follow the course best?

- ☐ A typical day-to-day case
- ☐ An unusual problem
- ☐ A case from my own team
- ☐ A step-by-step demonstration
- ☐ A short practice exercise
- ☐ No preference
- ☐ Something else

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7. What is one question about this task you hope the trainer answers?
