

THE CITADEL

TRAINING NEEDS ASSESSMENT

To help us understand your continuing education needs, please take a few minutes to complete this assessment and return to the HR Training Manager. Thank you for your valuable input.

1. What topics listed below would you like to see programs on? (Select all that apply)

- | | |
|----------------------------|--|
| Supervisory Skills | Workplace Violence |
| Recruitment & Retention | Sexual Harassment |
| Compensation & Benefits | Cultural Diversity |
| Stress Management | Presentation Skills |
| Hiring & Firing Procedures | Strategic Planning/Organizational Skills |
| Conflict Management | Workplace Ethics |
| Customer Service Skills | Employee Performance Management |
| Grievance Procedure | Others (be specific): _____ |
| Business Writing | |

2. Please select the most convenient time for you to attend training programs:

- | | | | |
|------------------|-------------------|-----------------|-----------------|
| 8:00am – 10:00am | 10:00am – 12:00pm | 1:00pm – 3:00pm | 3:00pm – 5:00pm |
| Morning | Lunch | Afternoon | |

3. Please select the most desirable day for you to attend training programs:

- | | | | | |
|--------|---------|-----------|----------|--------|
| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|

4. Which of the following would influence you to register for a training program?

- | | |
|-----------------------|------------------------------------|
| Program Objectives | Location |
| Facilitator/Presenter | Length of Program |
| Price | Continued Education Credit Offered |

5. Which method of training do you feel would be most effective to achieve your learning goals:

- | | |
|-----------|--------------|
| Classroom | Video |
| Internet | Other: _____ |

6. Would you or your department be willing to pay a fee to bring outside training groups to our campus?

- | | | |
|----|-----|------------|
| No | Yes | Don't know |
|----|-----|------------|

If yes, please select the amount you or your department would be willing to pay per person.

- | | | | | |
|------------|-------------|-------------|--------------|---------|
| \$5 - \$25 | \$26 - \$50 | \$51 - \$75 | \$76 - \$100 | > \$150 |
|------------|-------------|-------------|--------------|---------|

7. Have you been to conferences or workshops that you would recommend to others? If so, please list.

8. There are many employees at The Citadel with talent and/or specialized training that would be useful to fellow employees. If you would be willing to share your talents/training, please contact the HR Training Manager.

9. Comments and Suggestions:

Name (Optional): _____