

Training Needs Survey

We would like to better understand your continuing education needs. Please take a few minutes to complete this Training Needs Survey. Your responses will be sent online to the Human Resources department. Thank you for your valuable input. If you have any concerns or questions about this survey, please contact Jennifer Jones at 3333 0000.

1. What areas listed below would you like to see additional training programs? (Select your top three)

Supervisory Skills	Hiring & Firing Procedures
Workplace Violence	Strategic Planning/Organizational Skills
Recruitment & Retention	Conflict Management
Sexual Harassment	Workplace Ethics
Compensation & Benefits	Customer Service Skills
Cultural Diversity	Employee Performance Management
Stress Management	Grievance Procedure
Presentation Skills	

Others (be specific):

2. What technology areas interest you? (check all that apply)

Microsoft Access	Adobe Acrobat	Crystal Reports
Microsoft Excel	Adobe InDesign	SQL
Microsoft Outlook	Adobe Illustrator	SharePoint
Microsoft PowerPoint	Adobe Photoshop	
Microsoft Word	SQL	
Microsoft Visio	Scripting	

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

Full Day	
Half Day	Morning
	Lunch

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

Monday
Tuesday
Wednesday
Thursday
Friday