

HR/TRAINING DEPARTMENT QUESTIONNAIRE

NAME: _____ UNIT/DEPT:

The HR/Training Department needs your help! Give us your feedback and play a part in shaping the company's Training Plan.

Email your completed form to _____ at the HR/Training Department by (date) _____ and be entered in our drawing for a chance to win a fabulous prize ! The first entry drawn wins **\$12,000 to be contributed toward your team's** – for example, a set of books to learn I.T. skills, contribution towards doing a part time course in the evenings – it could be anything that will help develop your skills at work!

Thanks for your time. **Feel free to use additional sheets of paper!**

What did you think of the training offered in the last 6 months? _____

What else could the HR/Training Department offer to help you perform better in your role?, or perhaps help you develop into a different role? _____

THE LAST 6 MONTHS:

1. Based on the training initiatives undertaken by the HR/Training Department over the last 6 months, rate the extent to which the training has helped you perform better in your job. Include any off-job training and on-job coaching provided by the Consulting Trainers or the Coaches:

0	1	2	3	4	5	6
NOT HELPED AT ALL						100% HELP

Any Comments/Improvements:

2. How have you been able to use the knowledge / skills you have learnt on the training initiatives in your day-to-day performance in your job?

INDUCTION:

3. Thinking back to when you attended participated in **NEW HIRE ORIENTATION** into the company, rate the extent to which the training has helped you settle into the company and become competent in your job role:-

0	1	2	3	4	5	6
NOT HELPED AT ALL						100% HELP

INDUCTION Comments/Improvements:

FUTURE TRAINING NEEDS:

4. What further knowledge / skill gaps do you feel you have, which the HR/Training Department may be able to help with? Be as specific as possible.

5. How will this knowledge / skill help you perform better?

6. Describe any work situations you encounter which you feel you need some help in tackling e.g. dealing with irate customers, influencing staff in other departments, dealing with demanding colleagues. Tell us exactly what happened.

CAREER DEVELOPMENT:

In order to satisfy our aim of providing development opportunities for staff to develop from within, the next question is designed to help us establish a development plan. It is not meant to imply that you will achieve different job roles by stating it here. However, as part of the Training Plan, we would like to provide **opportunities** for people to develop.

7. How do you feel the HR/Training Department can help you with?

- a) Developing you into the next promotion role (if you were interested)

- b) Developing you into another job role (if interested), but not necessarily a promotion e.g. a sideways move into a different department, which you were keen to work in.