

TRAINING NEEDS ANALYSIS

In an effort to identify the key training needs of our team members, we invite your feedback on the below competencies and skills. Please rank each competency/skill area based on level of need and importance.

1=no need/not important 2=some need/importance 3=moderate need/importance 4=high need/importance

Indicate whose needs you are referencing by checking the applicable box below. If this is a personal needs analysis that we can use to assist you with your personal development/action plan, please include your name. If it is a personal analysis with reference to you as part of a team, your name is optional.

- | | |
|---|---|
| <input type="checkbox"/> Personal _____ | <input type="checkbox"/> Team Members |
| <input type="checkbox"/> Senior-level Leadership Team | <input type="checkbox"/> All Team Members |
| <input type="checkbox"/> Management Team | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Supervisory Team | |

Leadership Essentials

Need

- ___ Essential Skills of Leadership
 - Building self-esteem
 - Focus on behavior vs. attitudes
 - Engage employees
- ___ Effective Discipline
- ___ Improving Work Habits
- ___ Communicating Up
- ___ Delegating
- ___ Developing Performance Goals & Standards

Need

- ___ Essential Skills of Communication
 - Clear, concise messages
 - Non-verbal behaviors & active listening
 - Create climate of open communication
- ___ Coaching Job Skills
- ___ Managing Complaints
- ___ Providing Performance Feedback
- ___ Resolving Conflicts
- ___ Supporting Change

Leadership Plus

Need

- ___ Leading Successful Projects
- ___ Motivating Team Members
- ___ Retaining Winning Talent
- ___ Diversity in the Workplace
- ___ Workplace Expectations & Engagement
- ___ Team Roles

Need

- ___ Hiring Winning Talent
- ___ Solving Workplace Problems
- ___ Developing and Coaching Others
- ___ Time Mastery for Leadership Effectiveness
- ___ Stress Management
- ___ Dimensions of Leadership 11 Core Practices

Success Competencies and Attributes

Competency	Need	Importance	Competency	Need	Importance	Competency	Need	Importance
Accountability	___	___	Integrative Ability	___	___	Proactive Thinking	___	___
Attention to Detail	___	___	Integrity & Trust	___	___	Problem Solving	___	___
Attitude w/Others	___	___	Internal Self Control	___	___	Project Management	___	___
Decision Making	___	___	Interpersonal Savvy	___	___	Quality Orientation	___	___
Career Development	___	___	Interviewing/Hiring	___	___	Realistic Expectations	___	___
Coaching	___	___	Job Ethic	___	___	Respect for Policies	___	___
Composure	___	___	Leading Others	___	___	Results Orientation	___	___
Conceptual Thinking	___	___	Listening	___	___	Risk Taking	___	___
Concrete Organization	___	___	Long Range Planning	___	___	Role Awareness	___	___
Consistency	___	___	Material Possessions	___	___	Role Confidence	___	___
Conflict Mang.	___	___	Measuring Work	___	___	Self Assessment	___	___
Conveying Role Value	___	___	Meeting Standards	___	___	Self Confidence	___	___
Creativity	___	___	Motivating/Morale	___	___	Self Direction	___	___
Correcting Others	___	___	Monitoring Others	___	___	Self Improvement	___	___
Customer Focus	___	___	Negotiating	___	___	Self Management	___	___
Delegation	___	___	Organizational Agility	___	___	Sense of Belonging	___	___
Developing Others	___	___	Patience	___	___	Sense of Mission	___	___
Emotional Control	___	___	Peer Relationships	___	___	Sensitivity to Others	___	___
Empathy	___	___	Persistence	___	___	Strategic Agility	___	___
Enjoyment of Job	___	___	Personal Accountability	___	___	Surrendering Control	___	___
Evaluation Others	___	___	Personal Drive	___	___	System Judgment	___	___
Evaluating Info	___	___	Personal Learning	___	___	Team Building	___	___
Following Directions	___	___	Persuading Others	___	___	Technical Skills	___	___
Freedom from Prejudices	___	___	Planning	___	___	Time Management	___	___
Gaining Commitment	___	___	Political Savvy	___	___	TQM	___	___
Handling Rejection	___	___	Practical Thinking	___	___	Vision	___	___
Handling Stress	___	___	Presentation Skills	___	___	Work-life Balance	___	___
Initiative	___	___	Priority Setting	___	___	Written Comm.	___	___
Innovation	___	___						

THANK YOU.