



### III. RESOURCES/LOGISTICS

Please indicate, using the scale below, the extent to which you think that each of the following factors will adversely impact your training decisions in Fiscal Year 2024.

LITTLE IMPACT → 1 2 3 4 5 ← MAJOR IMPACT

Training funding \_\_\_\_\_

Length of time employees are off-site to receive training \_\_\_\_\_

Changing priorities/directions from agency management \_\_\_\_\_

Employee turnover \_\_\_\_\_

Other: \_\_\_\_\_

What was your training budget last fiscal year? \_\_\_\_\_

What is your projected training budget for next fiscal year (e.g., 10% or less, 20%, more) \_\_\_\_\_

Comments/Notes about Resources and Logistics: \_\_\_\_\_

### IV. TRAINING NEEDS ASSESSMENT SURVEY

The following section consists of Categories and Sub-Categories of training courses. Use the scale below to indicate the level of **IMPORTANCE** of the subject matter to your respective Department/Agency.

Under Column 3, '**ESTIMATED NO OF PARTICIPANTS**', please indicate the estimated number of employees that might attend each course.

Please indicate '**N/A**' (Not Applicable) for a Category that does not pertain to your Department/Agency

Unimportant → 1 2 3 4 5 ← Highly Important

		Level of Significance	Estimated No. of Participants
<b>1</b>	<b>COMMUNICATIONS</b>		
	Conflict Resolution	_____	_____
	Briefing/Meeting Skills	_____	_____
	Public Speaking	_____	_____
	Other: (Specify) _____	_____	_____
<b>2</b>	<b>OFFICE PRODUCTIVITY/CUSTOMER SERVICE</b>		
	Quality Customer Service	_____	_____
	Effective Office Management for AA's	_____	_____
	Conducting Effective Meetings	_____	_____
	Other: (Specify) _____	_____	_____
<b>3</b>	<b>BUDGETS AND FINANCIAL MANAGEMENT</b>		
	Accounting	_____	_____
	Budget Formulation	_____	_____
	Financial Management	_____	_____
	Other: (Specify) _____	_____	_____

**IV. TRAINING NEEDS ASSESSMENT SURVEY (continued)**

Unimportant → 1 2 3 4 5 ← Highly Important

Level of Significance

Estimated No. of Participants

**4 QUANTITATIVE AND ANALYTICAL SKILLS**

Management Analysis

Planning Project Management

Program Analysis and Evaluation

Other: (Specify) \_\_\_\_\_

**5 COMPUTER AND INFORMATION SCIENCES**

Database Management

Microsoft Office Suite:

Word

Excel

PowerPoint

Other: (Specify) \_\_\_\_\_

**6 GENERAL PERSONNEL MANAGEMENT**

Recruitment

Employee Benefits

Other: (Specify) \_\_\_\_\_

**7 POSITION CLASSIFICATION AND STAFFING**

Creation of Position

Amendment of Positions

Other: (Specify) \_\_\_\_\_

**8 PERFORMANCE MANAGEMENT**

Work Planning & Performance Evaluation

Other: (Specify) \_\_\_\_\_

**9 EMPLOYEE DEVELOPMENT**

Instructor Training (Train-the-Trainer)

Apprenticeship Training

Other: (Specify) \_\_\_\_\_

**10 LABOR & EMPLOYEE RELATIONS**

Employee Grievance & Adverse Action

Sexual Harassment

Substance Abuse

Equal Employment

Other: (Specify) \_\_\_\_\_

**V . TRAINING "WANTS" ASSESSMENT SURVEY**

The following section consists of Categories that may or may not be currently offered. However, dependent upon the level of interest, they may be considered for future training courses.

Use the scale below to indicate the level of INTEREST of the subject matter relative to your respective Department/Agency.

Under Column 3 'ESTIMATED NO OF PARTICIPANTS', please indicate the estimated number of employees that may be interested in attending each course.

Please indicate 'N/A' (Not Applicable) for a Category that does not pertain to your Department/Agency

Not Interested →	1	2	3	4	5	← Very Interested	
							<b>Level of Interest</b>
							<b>Estimated No. of Participants</b>
1. ACCOUNTING SKILLS							_____
2. ASSERTIVENESS TRAINING							_____
3. BUDGET FORMULATION							_____
4. COMMUNITY FIRST AID / CPR & SAFETY TRAINING							_____
5. EQUAL EMPLOYMENT OPPORTUNITY							_____
6. CONFLICT RESOLUTION							_____
7. DEALING WITH DIFFICULT PEOPLE							_____
8. EFFECTIVE OFFICE MGMT FOR ADMIN ASSISTANTS							_____
9. ETHICS IN GOVERNMENT							_____
10. FINANCIAL MANAGEMENT							_____
11. IMPROVING EMPLOYEE PERFORMANCE							_____
12. MANAGING EMOTIONS IN THE WORKPLACE							_____
13. PERSONAL EMPOWERMENT							_____
PREPARING & CONDUCTING PERFORMANCE							_____
14. EVALUATIONS							_____
15. PROCUREMENT REGULATIONS & PROCEDURES							_____
16. PUBLIC SPEAKING							_____
17. QUALITY CUSTOMER SERVICE							_____
18. SUBSTANCE & ALCOHOL ABUSE							_____
19. SUCCESSFULLY MANAGING PEOPLE							_____
20. SUPERVISORY MANAGEMENT							_____
21. TIME MANAGEMENT							_____
22. VIOLENCE IN THE WORKPLACE							_____
23. OTHER: (Please specify):							_____
_____							_____
_____							_____
24. CHANGE MANAGEMENT							_____

**VI. TRAINING NEEDS BY POSITION TITLE**

Please indicate specific training needs of Position Titles, e.g., Administrative Services Officer: Training in Procurement Regulations and Basic Bookkeeping in the Government.

If additional space is required, attach additional pages to this form.

**POSITION TITLE:** \_\_\_\_\_

**General Training Needs:** \_\_\_\_\_

\_\_\_\_\_

**Training Needs(s) Specific to Military Buildup:** \_\_\_\_\_

\_\_\_\_\_

**POSITION TITLE:** \_\_\_\_\_

**General Training Needs:** \_\_\_\_\_

\_\_\_\_\_

**Training Needs(s) Specific to Military Buildup:** \_\_\_\_\_

\_\_\_\_\_

**POSITION TITLE:** \_\_\_\_\_

**General Training Needs:** \_\_\_\_\_

\_\_\_\_\_

**Training Needs(s) Specific to Military Buildup:** \_\_\_\_\_

\_\_\_\_\_

**POSITION TITLE:** \_\_\_\_\_

**General Training Needs:** \_\_\_\_\_

\_\_\_\_\_

**Training Needs(s) Specific to Military Buildup:** \_\_\_\_\_

\_\_\_\_\_

**POSITION TITLE:** \_\_\_\_\_

**General Training Needs:** \_\_\_\_\_

\_\_\_\_\_

**Training Needs(s) Specific to Military Buildup:** \_\_\_\_\_

\_\_\_\_\_

**VII. EMPLOYEE EXPERTISE ASSESSMENT**

Is/are there employee(s) in your Department/Agency who possess the expertise to provide the training in the field/ subject listed as a Training Need in Item IV of this assessment, or any other area that you think is valuable to share with other government employees? If so, please complete the following:

NAME OF EMPLOYEE / POSITION TITLE: \_\_\_\_\_

CONTACT NO.: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

AREA OF EXPERTISE: \_\_\_\_\_

QUALIFICATIONS: \_\_\_\_\_

Do you think this area/field is related to prepare for the military buildup?  Yes  No

NAME OF EMPLOYEE / POSITION TITLE: \_\_\_\_\_

CONTACT NO.: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

AREA OF EXPERTISE: \_\_\_\_\_

QUALIFICATIONS: \_\_\_\_\_

Do you think this area/field is related to prepare for the military buildup?  Yes  No

NAME OF EMPLOYEE / POSITION TITLE: \_\_\_\_\_

CONTACT NO.: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

AREA OF EXPERTISE: \_\_\_\_\_

QUALIFICATIONS: \_\_\_\_\_

Do you think this area/field is related to prepare for the military buildup?  Yes  No

**VIII. SUBMISSION & ACKNOWLEDGEMENT**

NAME OF DEPARTMENT/AGENCY HEAD: \_\_\_\_\_  
PRINT

SIGNATURE OF DEPT/AGENCY HEAD & DATE: \_\_\_\_\_  
SIGNATURE & DATE

**THANK YOU FOR YOUR TIME & COOPERATION!**

SHOULD YOU HAVE ANY QUESTIONS, PLEASE CONTACT OUR TRAINING & DEVELOPMENT BRANCH.