TRAINING NEEDS ASSESSMENT TOOL

Bachelor in Elementary Education Extension Program
Quirino State University
Cabarroguis

I. General Information
Please fill out the following:
Name (Optional): _____
Age: _____
Gender: ☐ Male ☐ Female ☐ Prefer not to say
Current Role:
　　☐ Public School Teacher
　　☐ Pre-Service Teacher
　　☐ Parent
　　☐ Community Leader
　　☐ Other: _____
School/Barangay Affiliation: _____
Years of Experience in Education (if applicable): _____

II. Detailed Competency Areas

Instructions: Kindly rate your level of need for training in each sub-area using the scale below:

Rating Scale:
1 – No Need
2 – Low Need
3 – Moderate Need
4 – High Need
5 – Urgent Need

Competency Area	Sub-area	Rating				
		1	2	3	4	5
1. Teaching Strategies and Pedagogies	☐ Inquiry-Based Learning					
	☐ Project-Based Learning					
	☐ Cooperative Learning					
	☐ Direct Instruction					
	☐ Contextualized and Localized Teaching					
2. Classroom Management Techniques	☐ Managing disruptive behavior					
	☐ Establishing routines					
	☐ Use of positive reinforcement					
	☐ Time-on-task management					
	☐ Promoting learner self-discipline					
3. Teaching Literacy and Numeracy in Early Grades	☐ Phonemic awareness					
	☐ Reading comprehension strategies					
	☐ Number recognition and counting					
	☐ Teaching basic operations					

	☐ Use of teaching aids (big books, flashcards, manipulatives)					
4. Differentiated Instruction and Inclusive Education	☐ Classroom modifications					
	☐ Individualized Education Plans (IEPs)					
	☐ Use of assistive technologies					
	☐ Multisensory teaching strategies					
	☐ Adapting lessons for learners with diverse needs					
5. Integrating ICT in the Classroom	☐ Google Workspace (Docs, Slides, Classroom)					
	☐ Creating digital quizzes and interactive content					
	☐ Use of learning management systems					
	☐ Blended learning strategies					
	☐ Internet safety and digital responsibility					
6. Assessment and Evaluation of Learning	☐ Designing formative and summative assessments					
	☐ Rubric and checklist development					
	☐ Conducting performance-based assessments					
	☐ Analyzing and using test data					
	☐ Giving timely feedback					
7. Child Protection and Safe Learning Environment	☐ Recognizing signs of abuse					
	☐ Classroom safety procedures					
	☐ Reporting protocols and responsibilities					
	☐ Anti-bullying policies					
	☐ Promoting gender sensitivity and equity					
8. Parent and Community Engagement in Learning	☐ Conducting home visits					
	☐ Parent-teacher conferences					
	☐ Involving community resource persons					
	☐ Establishing School Learning Action Cells (SLACs)					

	□ Organizing community reading/learning programs					
9. Teaching 21st Century Skills	□ Critical thinking activities					
	□ Problem-solving tasks					
	□ Teamwork and collaboration projects					
	□ Creativity and innovation in lesson design					
	□ Communication skills development					
10. Values Education and Character Development	□ Integrating values in daily lessons					
	□ Positive behavior support					
	□ Service-learning activities					
	□ Role-playing and storytelling					
	□ Respect and empathy development					
11. Remedial Teaching Strategies	□ Designing catch-up sessions					
	□ One-on-one support techniques					
	□ Grouping strategies for remediation					
	□ Tracking learner progress					
	□ Learning Recovery Program (LRP) design					
12. Mental Health and Well-being for Educators	□ Time and stress management					
	□ Recognizing teacher burnout					
	□ Wellness programs and mindfulness					
	□ Work-life balance strategies					
	□ Peer support and mentoring					
13. Curriculum Development and Planning	□ Curriculum mapping and alignment					
	□ Lesson planning techniques					
	□ Selecting appropriate instructional materials					
	□ Contextualization and indigenization					
	□ Spiral progression and integration					

III. Training Method

1. What training format do you prefer?
□ Face-to-face workshops
□ Online training (webinars, modules)
□ Blended (combination of both)
□ Others: _____

2. Do you have suggestions for other training topics not listed above?
_____
_____
_____