Training Needs Assessment Form

***We are conducting a survey to help us understand your training needs so that we can prepare the right learning experience for you. Kindly answer the following questions.***

Name:

Email:

Organization/Industry:

Designation:

1. How would you rate your knowledge/use of computer? Basic intermediate Advanced
2. Which technologies/skills do you use at work?

**Operating System Application**

Microsoft Windows

Apple Macintosh

**Skills**

Writing

Presenting

Data Management

**Software Application**

Word Processor (e.g. Office Word)

Spreadsheet (e.g. Office Excel)

PowerPoint

Database (e.g. Office Access)

Epi Info

Geographic Information System

District Health Information System

1. Did your employer provide training on all the technologies/skills you use? Yes No
2. Did you learn any of the technologies/skills you use at work on your own? Yes No
3. How did you learn them? Internet Friends Observation Books Structured courses
4. In which of these technologies/skills do you think a formal training will help you work better?

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1. How many hours in a day can you dedicate to learning? 1-3 3-6 6-8
2. Which delivery method would you prefer? Classroom Online Both
3. How many days are you able to dedicate to the training 1 2 3
4. Are you able to pay for your training? Yes No
5. How much thousands, in ₦, are you willing to pay? 10-20 20-30 Above 30

**Thank you for your time and contribution.**