[[Organisation Name]] Pre-Training Background Survey

## 

## Overview

This should be the first component of the pre-assessment process with the objective of gaining a better understanding of each training participant, role, experience and training expectation.

Constraints or Requirements

* Should be completed by each training participant.
* Should not take more than 3 mins to complete.
* Should not ideally be completed at least 3 weeks before proposed training is delivered (with an exception for training engagements initiated less than 3 weeks to training dates).

Goals:

* To learn about each participant’s background and interests
* To learn about each participant’s role and focus area in their chapter.
* To understand the level of fluency of each potential participant in talking about the role that data can play in their work

### Description

We are delighted to work with you and the **[[Organisation Name]]** to deliver a practical data training that supports your goals. The in-person data training will involve **[[number\_of\_days]]** days of data skills building where you will become acquainted with useful techniques and tool to effectively work with data.

In order to better tailor the activities planned for you, we have developed this short survey to better understand your background, interests and expectations for the training. We anticipate this survey taking no more than 5 - 10 minutes.

1. Name **[text field]**
2. Chapter Name **[text field]**
3. What is/are the topic(s) of focus of your organisation? **[paragraph]**
4. What is/are your role(s) in your organisation**?[text field]**
5. How comfortable are you working in English **(replace with main language of instruction)**? **[one-choice]**
   1. Extremely uncomfortable
   2. Slightly uncomfortable
   3. Comfortable having regular conversations
   4. Comfortable having technical (using words such as correlation, database, scraping, version control) conversations
6. How would you describe your level of data literacy? We define data literacy as the ability of organisations and individuals to find, understand and use data to further their goals. **[one-answer choice, with skip logic]**:
   1. I do not know much about data
   2. I have the basics
   3. I have substantial experience
   4. I have a high level of data literacy
7. Do you incorporate data into your day-to-day work? Please elaborate why your role does or does not require you to work with data? **[paragraph field]**
8. Do you feel that your work would benefit from better use of data? Please elaborate on your answer. **[paragraph field]**
9. What do you view as the greatest challenges or barriers to utilising data in your role or organisation? **[paragraph field]**
10. As part of the data training, which will be focused on data use, what would you like to learn the most? Pick two answers **[multiple choice]**
    1. General understanding of data and how it can be useful for my work
    2. Specific data tools to use for my work
    3. Examples of how data has been used on topics similar to mine
    4. Advanced data analysis techniques
    5. Data visualisation/presentation techniques
    6. Understanding how to collaborate with others on a data project
    7. Other **[Free Field]**