Training Needs Assessment Form (Remote Teams)

Effective **training needs assessment** forms for remote teams identify skill gaps and learning priorities, ensuring tailored development programs. This sample form facilitates clear communication of training requirements across virtual environments. Utilizing such tools enhances remote workforce performance and engagement.

Team Member Name

Email Address

Current Role/Position

Which skill areas require development? (Select all that apply):

☐ Communication ☐ Collaboration/Teamwork ☐ Time Management ☐ Project Management ☐ Technical Skills ☐ Other

What are your top 2-3 training priorities for the next 6 months?

Preferred Training Formats:

☐ Live Virtual Sessions ☐ Self-Paced E-Learning ☐ Interactive Workshops ☐ Other

Preferred time for training sessions:

○ During work hours ○ After work hours ○ Flexible

What barriers do you face in accessing remote training?

e.g., internet issues, time zones, etc.

Additional Comments or Suggestions

[Submit Assessment]