Online Training Needs Assessment Questionnaire Template

Use this **online training needs assessment questionnaire template** to identify skill gaps and training requirements efficiently. It helps organizations tailor their learning programs to employee needs, ensuring effective development. Streamline the evaluation process with easy-to-customize questions for accurate insights.

Employee Information

Full Name:

Enter your full name

Email Address:

Enter your email

Department/Team:

Enter your department

Current Role/Position:

Enter your role

Training Needs Assessment

1. What skills do you feel you need to improve to perform your job more effectively?

List your skill gaps

2. What type of training would be most beneficial to you? (e.g., technical, soft skills, leadership)

Describe the type of training

3. What is your preferred learning format?

Select Format ▼

4. How much time per week can you dedicate to training?

Select Duration ▼

5. What obstacles currently prevent you from accessing training opportunities?

Describe any barriers

6. Additional comments or specific training needs:

Any further feedback?

Submit Assessment