

Training Needs Assessment Survey for Soft Skills Development

A **Training needs assessment survey** identifies essential soft skills gaps within an organization, enabling targeted development programs. It helps prioritize employee training to enhance communication, teamwork, and leadership abilities. This survey ensures that training resources are effectively aligned with organizational goals for optimal performance improvement.

Survey Questions

1. Department/Team:

2. Which of the following soft skills do you feel require improvement in your team? (Select all that apply)

- ☐ Communication
- ☐ Teamwork
- ☐ Leadership
- ☐ Conflict Resolution
- ☐ Adaptability
- ☐ Problem-solving
- ☐ Other (please specify):

3. Which skill from the above do you think should be the top training priority?

4. How do you currently rate your team's proficiency in the identified soft skills?

- ☐ Excellent
- ☐ Good
- ☐ Average
- ☐ Needs Improvement

5. What is your preferred method of training?

6. Please mention any barriers to participating in soft skills training:

7. Additional comments or suggestions:

Submit Survey