

# Training Needs Assessment Questionnaire: Soft Skills

A **training needs assessment questionnaire** focusing on soft skills helps identify gaps in communication, teamwork, and problem-solving abilities. This tool enables organizations to tailor development programs that enhance employees' interpersonal and emotional intelligence. By systematically evaluating these skills, companies can improve overall workplace effectiveness and collaboration.

## Employee Information

Name:

Department:

## Soft Skills Assessment

Please rate the following statements based on your current skill level:

1 = Strongly Disagree, 2 = Disagree, 3 = Neutral, 4 = Agree, 5 = Strongly Agree

1. I communicate my ideas clearly and effectively.

Select

2. I actively listen to and understand others' viewpoints.

Select

3. I am able to work collaboratively as part of a team.

Select

4. I can resolve conflicts constructively.

Select

5. I adapt easily to change in the workplace.

Select

6. I am confident in giving and receiving feedback.

Select

7. I approach workplace problems with creative solutions.

Select

## Additional Comments

Are there any specific soft skills you would like to develop or improve?