

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.

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

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

4. I can resolve conflicts constructively.

5. I adapt easily to change in the workplace.

6. I am confident in giving and receiving feedback.

7. I approach workplace problems with creative solutions.

Additional Comments

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

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