

# Employee Training Needs Assessment Questionnaire Sample

An **employee training needs assessment questionnaire sample** helps organizations identify skill gaps and determine the specific training required for their workforce. This tool gathers crucial feedback to tailor development programs effectively. Utilizing a well-designed questionnaire ensures targeted and impactful employee growth initiatives.

## Sample Questionnaire

Employee Information

Name:

Job Title/Position:

Department:

Training Needs Assessment

1. Which of the following areas require more training? (Select all that apply)

☐ Communication Skills

☐ Leadership & Management

☐ Technical Skills

☐ Customer Service

☐ Other (please specify)

2. What specific skills or knowledge do you feel you need to improve for your current role?

3. What resources or support would help you achieve your training goals?

4. What is your preferred learning method?

In-person Workshops

5. What challenges do you face in accessing training opportunities?

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