

Pre-Event Survey for Training Needs Assessment

A **pre-event survey** for training needs assessment gathers essential information from participants to tailor the training content effectively. It helps identify skill gaps, learning preferences, and specific areas requiring improvement. This ensures the training session is targeted and maximizes participant engagement and outcomes.

Participant Information

Name:

Department/Team:

Current Role:

Training Needs Assessment

What are your expectations from this training?

Which topics would you like to see covered? (Select all that apply):

- Communication Skills
- Technical Skills
- Leadership
- Time Management
- Other

How would you rate your current skills in the areas relevant to this training?

What challenges do you currently face in your role?

Learning Preferences

What is your preferred learning style?

- Visual (Charts, Diagrams, Presentations)
- Auditory (Lectures, Discussions)
- Kinesthetic (Hands-on, Activities)

Additional Comments

Please share any additional information or suggestions:

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