Training Needs Assessment

1. **How are your current training and development needs identified? (check all that apply)**

☐ Defined by the commissioning training program

☐ Working with a training specialist

☐ Completing an Individual Development Plan (IDP)

☐ Formal assessments other than that provided by career counselor (e.g., 360 degree assessment, a classroom evaluation)

☐ Managerial assessment (e.g., conversation with manager/supervisor)

☐ Self-assessment (you identified your own relevant workshops, courses, conferences, etc.)

☐ A formal professional competency model (e.g., The Assessment Specialist etc.)

☐ A formal academic curriculum (e.g., list of courses needed for an MBA, or other degree)

☐ I have never had my training needs formally assessed.

2. How effective are formalized Individual Development Plans (IDPs) as a method for planning your training and development? (type of display choices: circles)

○ Very effective

○ Effective

○ Moderately effective

○ Not at all effective

○ Have never used an Individual Development Plan (IDP)

3. How much time do you think you should spend on training annually?

○ 0 hours

○ Less than 10 hours

○ 10-20 hours

○ 21-40 hours

○ More than 40 hours

4. When you are deciding whether a training opportunity interest you, how important is each of the following factors?

	Very Important	Important	Moderately Important	Not Important
Relevance of content to your job	⊖	⊖	⊖	⊖
Relevance of content to your career	⊖	⊖	⊖	⊖
Who the presenter (s) will be	⊖	⊖	⊖	⊖
The organization offering the training.	⊖	⊖	⊖	⊖
Method of content delivery (e.g., in-person class, on-line training)	⊖	⊖	⊖	⊖
Location of training	⊖	⊖	⊖	⊖
Duration of training	⊖	⊖	⊖	⊖
Cost of training/availability of funds	⊖	⊖	⊖	⊖
Number of continuing education credits offered	⊖	⊖	⊖	⊖
Recommendation from someone who has taken the training	⊖	⊖	⊖	⊖

Other (please specify)

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5. How effective for you are each of the following training methods?

	Very Effective	Effective	Moderately Effective	Not Effective
Classroom (Instructor-led)	◉	◉	◉	◉
Online self-directed learning (Web-based)	◉	◉	◉	◉
Interactive tutorial	◉	◉	◉	◉

	Very Effective	Effective	Moderately Effective	Not Effective
Blended learning (mix of on-line and classroom)	○	○	○	○
Webcast/Webinars (live video and audio)	○	○	○	○
Podcast (recorded audio; no video)	○	○	○	○
Collaborative social media (e.g., Wikis, Facebook, Twitter, and similar sites)	○	○	○	○
Informal on the job training (e.g. shadowing, rotational assignments)	○	○	○	○
Seminars/Workshops/Conferences	○	○	○	○
Knowledge sharing (e.g., brown bag lunch)	○	○	○	○

6. If you were offered an opportunity to take online blended training (i.e., student and trainer engaged at the same time in an online environment) in an area of interest to you, how likely is it that you would participate?

○ Completely likely   ○ Very likely   ○ Moderately likely   ○ Not at all likely

7. If you were offered an opportunity to take instructor-facilitated training (i.e., student access course anytime 24/7 with instructor available for online questions and discussions) in an area of interest to you, how likely is that you would participate?

○ Completely likely   ○ Very likely   ○ Moderately likely   ○ Not at all likely

8. If you were offered an opportunity to take on-line self-directed training (i.e. student access course anytime 24/7 with no instructor available) in an area of interest to you, how likely is it that you would participate?

○ Completely likely   ○ Very likely   ○ Moderately likely   ○ Not at all likely

9. If you were offered an opportunity to work towards a master's degree in an area that relates to your work, how likely is it that you would participate?

○ Completely likely   ○ Very likely   ○ Moderately likely   ○ Not at all likely

10. How likely is it that you would take the following types of training online?

	Completely likely	Very likely	Moderately likely	Not at all likely
Technical knowledge or skills specific to your occupation series or job.				
Software training (e.g., Microsoft Excel, Word, etc.)				
Training on PC-wide mandatory information (e.g. ethics, IT security, FCA policies)				
Knowledge specific to FCA office (e.g., culture, structure, history, function)				
Managerial skills training (e.g., resource management, performance appraisal, disciplinary action)				
Leadership training (e.g., strategic thinking, team building)				
Training specific to other competencies (e.g., project management, conflict management, communicating)				
Other (please specify)				

11. How effective for you are the following online training resources?

	Very Effective	Effective	Moderately Effective	Not At All Effective	No Experience
Downloadable Books (e-books)					
Online courses					
Social learning (e.g., Wikis, blogs, etc.)					
Social Media (e.g., Twitter, Facebook, etc.)					
Online mentoring					
Online meeting tools					
Professional Peer Groups (e.g. Capital Market Specialists, Operational Specialists, Credit Specialists)					

12. How familiar are you with the following types of social media?

	Extremely Familiar	Very Familiar	Moderately Familiar	Not At All Familiar
Social networking sites (e.g., Facebook, LinkedIn, etc.)				
Wikis (e.g., Wikipedia)				
Blogging (e.g., Twitter)				
Podcasts (e.g., ITunes)				
Online Videos (e.g., YouTube)				

13. Which of the following best describes your use of social media? (check all that apply)

☐ Content Creator: I have created a community at work or at home; I write blogs, upload videos, create social media content.

☐ Active Contributor: I contribute to a community at work or at home by reviewing products, answering questions.

☐ Reader: I read blogs and product reviews but do not contribute content.

☐ Occasional Participant: At times I vote or respond to questions with feedback but do not consistently contribute to content.

☐ I do not use social media

☐ Other (please specify)

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14. For which of the following do you use social media? (check all that apply)

☐ Read current information and news

☐ Research answers to a problem

☐ Ask a questions or request feedback

☐ Provide a review or feedback

☐ Network with a community

☐ Locate a resource

☐ Blog or contribute to a discussion

☐ Participate in training

☐ Other (please specify)

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15. How likely would additional training in the following skill areas help improve your job performance or professional development?

	Completely likely	Very likely	Moderately likely	Not at all likely
Technical knowledge or skills specific to your job responsibilities				
Knowledge specific to the Federal Government (e.g., culture, policies, regulations, etc.)				
Knowledge specific to FCA (e.g., culture, structure, history, function, process, procedures)				
Knowledge specific to your Office (e.g., culture, structure, history, function)				
Career advancement (e.g., development of skills that take you to the next career level)				
Cross-functional development (e.g., development in areas outside your position)				
Leadership development				
Supervisory/management development				
Executive development				
Software training (e.g., Microsoft Excel, Word, etc.)				
Other (please specify)				

16. Based on the goals and objectives of your office, in which competency areas would you benefit from additional training?

	Great Benefit	Moderate Benefit	Slight Benefit	No Benefit
Delivering results				
Customer service				
Decision making				
Collaboration/partnering				
Problem solving				
Written communications				
Oral communications				
Diversity				
Interpersonal skills				
Project management				
Performance management				
Conflict management				
Influencing/negotiating				
Human resource management				
Financial management				
Strategic thinking				
Leading change				
Data Analysis				

Other (please specify)

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	Highly Agree	Agree	Neither Agree/Disagree	Disagree	Highly Disagree

17a. I am given a real opportunity
to improve my skills in my
organization

17b. My work unit is able to recruit
people with the right skills

17c. My talents are used well in the
workplace

17d. How satisfied are you with the
training you receive for your
present job?

18. On average, how many hours of training (FCA provided or otherwise) do you engage in annually?

○ 0 hours

○ Less than 10 hours

○ 10-20 hours

○ 21-40 hours

○ More than 40 hours

19. What is your gender?

○ Female

○ Male

20. Which category best includes your age?

○ 25 and under

○ 26-29

○ 30-39

○ 40-49

○ 50-59

○ 60 and older

21. How long have you worked in the Federal Government (excluding military service)?

○ Less than 1 year

○ 1 to 3 years

○ 4 to 5 years

○ 6 to 10 years

○ 11 to 14 years

○ 15 to 20 years

○   More than 20 years

22. What is the highest level of education you have completed?

○   High school

○   Some college

○   Undergraduate degree

○   Graduate degree
○   Terminal Degree (e.g. JD or Ph.D. or equivalent)

23. In your current position, do you supervise others?

○   Yes

○   No

24. Which category best includes your salary grade?

○   VH 42 and above

○   VH 40-41

○   VH 36-39

○   VH 32-35

25. Select your current Office.

○   Office of the Board (EEO and COO)

○   Office of the General Counsel

○   Office of the Inspector General

○   Office of Management Services

○   Office of Regulatory Policy

○   Office of Examination

○   Office of Secondary Market Oversight

○   Office of Congressional and Public Affairs

26. Please specify the areas of your job in which you would like to receive further training or instruction. List these in order of importance.

27. Do you have any additional comments regarding your staff development needs?