

Training Needs Assessment Survey

Rate these factors according to how you feel about your skill to job level

Very Good Good Fair Poor Very Poor

Interpersonal
communication

☐☐☐☐☐

Written
communication

☐☐☐☐☐

Public speaking

☐☐☐☐☐

Team
management
(Leadership)

☐☐☐☐☐

Organizational
abilities

☐☐☐☐☐

Computing skills
& numeracy

☐☐☐☐☐

Do you feel qualified to handle your current scope of work?

☐

Not at all

☐

Very

☐

Slightly

☐

Extremely

☐

Moderately

Sample Administrative Training Needs Survey

**Professor Anabela Mesquita, Professor
Paulino Silva**

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