

# 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

**Patrick Vollmar**



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