



# TRAINING NEEDS ASSESSMENT

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**Unlock the Potential of Your Team with a  
Customized Training Plan: Start with a Training  
Needs Analysis Today!**

**zydii**

**Are you ready to take your organization to the next level?**

**Training Needs Assessment (TNA) is a powerful tool that can help you do just that! By identifying gaps in the knowledge, skills, and attitudes of your employees, you can develop a customized training plan that will boost productivity, improve job satisfaction, and reduce errors and inefficiencies.**

**Don't let your team fall behind - embrace the TNA process and unlock their full potential! With a systematic approach to training, you can bridge any gaps and equip your workforce with the skills they need to succeed.**

**We hope you are able to use our foundational Training Need Assessment with your Team!**



## **Section 1: Current Skills**

**1. What is your job role and what are the main tasks you perform? Please list up to three tasks**

- A. Task 1
- B. Task 2
- C. Task 3

**2. On a scale of 1-5, how confident do you feel in your ability to perform each task listed above?**

- A. 5 (very Confident)
- B. 4
- C. 3
- D. 2
- E. 1 (not confident)

## **Section 2: Training Needs**

**3. Which of the following areas do you feel you need to develop more in order to perform your job more effectively? Please select up to three areas.**

- A. Technical skills (e.g. specific software or equipment knowledge)
- B. Leadership skills (e.g. managing people or projects)
- C. Sales skills (e.g. sales techniques, negotiation)
- D. Communication skills (e.g. effective communication with clients, colleagues)
- E. Customer service skills (e.g. dealing with difficult customers)
- F. Time management skills (e.g. prioritizing tasks, meeting deadlines)
- G. Other (please specify):

**4. Please rate how important you feel each of the areas you selected in question 3 are to your job role.**

- A. 5 (very Important)
- B. 4
- C. 3
- D. 2
- E. 1 (not Important)

**5. Which of the following skills or competencies do you feel are most important for your job role? Please select up to three.**

- A. Technical skills (e.g. programming, data analysis)
- B. Interpersonal skills (e.g. teamwork, conflict resolution)
- C. Leadership skills (e.g. decision-making, strategic thinking)
- D. Communication skills (e.g. presenting, writing)
- E. Creativity and innovation skills (e.g. problem-solving, brainstorming)
- F. Other (please specify):

**6. On a scale of 1-5, how important do you think ongoing professional development is for your job role?**

- A. 5 (very Important)
- B. 4
- C. 3
- D. 2
- E. 1 (not Important)

**7. Which of the following challenges have you experienced in your job role that you feel could be addressed through training? Please select up to three.**

- A. Lack of technical knowledge
- B. Poor communication with colleagues or clients
- C. Difficulty managing time or workload
- D. Lack of confidence in certain job duties
- E. Difficulty adapting to change or new technology
- f. Other (please specify):

**8. Have you received any training or professional development in the past year?**

- A. Yes
- B. No

### **Section 3: Training Preferences**

**9. Which of the following training formats do you prefer?**

- A. Classroom training
- B. Online training
- C. One-on-one coaching
- D. Peer-to-peer learning
- E. Other (please specify):

**10. Which of the following training durations do you prefer?**

- A. Full day
- B. Half day
- C. One hour
- D. 30 minutes



## Scoring Mechanism

### Section 1: Current Skills

For question 2, add up the scores for each task to calculate an overall score for current skills:

- 12-15: You are very confident in your abilities and have strong skills in all tasks listed.
- 8-11: You are somewhat confident in your abilities, but may need additional training in certain areas.
- 4-7: You have low confidence in your abilities and require significant training in certain areas.

### Section 2: Training Needs

For question 4, add up the scores for each selected area to determine the overall importance to your job role:

- 12-15: This area is critical to your job role and should be prioritized for training.
- 8-11: This area is important to your job role and should be considered for training.
- 4-7: This area may not be a top priority for training.

For question 6, determine the overall importance of ongoing professional development:

- 5: You recognize the importance of ongoing professional development and are committed to improving your skills.
- 3-4: You acknowledge the value of ongoing professional development, but may not prioritize it as highly as other aspects of your job role.
- 1-2: You may not see ongoing professional development as necessary for your job role.

## Section 3: Training Preferences

For question 9, identify the preferred training format:

- Classroom training: You prefer in-person, group training settings.
- Online training: You prefer to learn through online courses or webinars.
- One-on-one coaching: You prefer individualized, one-on-one coaching or mentoring.
- Peer-to-peer learning: You prefer to learn from your colleagues through group discussions or shared experiences.
- Other: You have a preference for another training format.

For question 10, identify the preferred training duration:

- Full day: You prefer a longer, more intensive training experience.
- Half day: You prefer a shorter, more condensed training experience.
- One hour: You prefer brief, focused training sessions.
- 30 minutes: You prefer very brief, targeted training sessions.
- Other: You have a preference for another training duration.

**Note:** This is just a sample assessment, and you may need to modify it to better suit the needs of your organization and your team members.

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training solution which is engaging and  
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