



TRAINING NEEDS ASSESSMENT WORKSHEET

Name:
Company:
Position:
Email:
Phone:

Please check all that apply

Training Needs	Some Managers	All Managers	Myself
<i>The Responsibility of a Leader</i>			
Acknowledging their responsibility for the performance of their team			
Knowing what managerial and leadership skills are missing and what skills they should improve in			
Becoming self-aware of their strengths and weaknesses as a leader			
Learning how to deal with the “excuses” that come from team members who are not getting results			
<i>Managing Tasks and Responsibilities:</i>			
Procrastinating projects and/or activities			
Missing project deadlines			
Helping staff manage their time effectively			
Breaking projects down into manageable tasks			
<i>Motivating Staff</i>			
Encouraging, appreciating and praising employees individually and collectively as a team			
Working collaboratively with employees to set performance goals tied to company plan			
<i>Developing Trust and Respect</i>			
Creating a team environment of trust and respect			
Recognizing leadership behaviors that cause people to distrust and disrespect them			
Learning how to be more vulnerable and “real” with others			
Learning how “one-upmanship” hinders relationship and respect			
Learning how to genuinely apologize for mistakes			
Understanding how mis-interpretations of events and people cause conflict and hinders trust			



Training Needs	Some Managers	All Managers	Myself
Effective Communication Skills			
Asking others for opinions and staying open to differing opinions			
Learning how to recognize non-verbal communication and foster more open communication			
Understanding how mis-interpretations of events and people cause conflict and hinders trust			
Dealing with the communication problems that exist in their department or work team			
Coaching for Improvement			
Giving specific performance feedback to help employees improve			
Addressing performance problems one-on-one rather than embarrassing an employee in a group			
Meeting regularly with employees one-on-one to discuss expectations, goals and priorities			

Developing Your Staff			
Giving employees opportunities to seek training to develop their skills			
Sharing information with others in an effort to train and help others perform effectively			
Cross training employees for different positions and skills			
Creating a team environment where there is trust, communication, learning, and accountability			
Developing employees for future promotion opportunities			
Providing staff with adequate support and resources in order for them to accomplish performance goals			
Involving employees in the planning and implementation of change			
Communicating effectively when managing a change process			
Having an open mind and embracing creativity and change			
Acknowledging when personal improvement is necessary			
Learning how to replace "change" with "new"			

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