

FIERE Training Needs Analysis Survey

Name of organisation: _____

Location of organisation: _____

What is the business/activity of the organisation?

What type of organisation is it? (tick one)

Public Sector (such as local/regional authority, education, health services, state owned enterprise support agency, chamber of Commerce)

Voluntary (such as sports club, lobby group, social club)

Community enterprise

Private Sector (such as for profit and not-for-profit business)

Name of person completing this survey (optional): _____

Role in organisation: _____

How long are you in this role in the organisation: ____

How long are you working in the organisation: _____

Gender: **M**ale or **F**emale

Age (select one of the following ranges):

20-30

30-40

40-50

50-60

60-Plus

Highest Level of Education Attainment (select one)

Primary level

Secondary Level

Tertiary level

Degree

Post-Graduate

PhD

Other certified qualification

Section 1: Background information

Q.1 Have you personally ever setup/started:

| | |
|-------------------|----------------------|
| Your own business | <input type="text"/> |
| Club | <input type="text"/> |
| Society | <input type="text"/> |
| Voluntary group | <input type="text"/> |
| Interest group | <input type="text"/> |
| Lobby group | <input type="text"/> |
| Other entity | <input type="text"/> |

Q.2 In your current organisation, have you ever initiated/improved (please tick all that are appropriate):

| | |
|------------|----------------------|
| Goals | <input type="text"/> |
| Products | <input type="text"/> |
| Services | <input type="text"/> |
| Processes | <input type="text"/> |
| Procedures | <input type="text"/> |

Q.3 Does your organisation encourage employees to look for new opportunities or business, and/or improve your organisation's processes and procedures?

Yes/No

Q.4 Does your organisation empower employees to make their own decisions when they can?

Yes/No

Q.5 In your opinion do employees need to be creative/innovative when providing products/services to clients/customers? Yes/No

Part 2: Training Needs and Skills Needs Analysis

Q.6 Does your organisation require you to be:

| | |
|----------------------------|--------|
| Resourceful | Yes/No |
| Resilient | Yes/No |
| Opened-minded | Yes/No |
| Analytical | Yes/No |
| Self-Confident | Yes/No |
| Self-Starter/ Proactive | Yes/No |
| Creative/ Innovative | Yes/No |
| Decisive | Yes/No |
| Results driven | Yes/No |
| A leader | Yes/No |
| A manager | Yes/No |
| A decision maker | Yes/No |
| Passionate about your work | Yes/No |

Q.7 In your opinion, to perform your role in your organisation do you need to be:

| | |
|-------------------------|--------|
| Resourceful | Yes/No |
| Resilient | Yes/No |
| Opened-minded | Yes/No |
| Analytical | Yes/No |
| Self-Confident | Yes/No |
| Self-Starter/ Proactive | Yes/No |

- Creative/ Innovative Yes/No
- Decisive Yes/No
- Results driven Yes/No
- A leader Yes/No
- A manager Yes/No
- A decision maker Yes/No
- Passionate about your work Yes/No

Q.8 In your opinion how important are the following skills in your organisation?

Self-Efficacy

| Very important | Important | Neutral | Of little importance | Not important at all |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Creativity and innovation

| Very important | Important | Neutral | Of little importance | Not important at all |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Being proactive

| Very important | Important | Neutral | Of little importance | Not important at all |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Goal Seeking

| Very important | Important | Neutral | Of little importance | Not important at all |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Critical Thinking

| Very important | Important | Neutral | Of little importance | Not important at all |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Analytical thinking

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Very important | Important | Neutral | Of little importance | Not important at all |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Problem solving

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Very important | Important | Neutral | Of little importance | Not important at all |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Leadership

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Very important | Important | Neutral | Of little importance | Not important at all |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Persistence

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Very important | Important | Neutral | Of little importance | Not important at all |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Project Management

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Very important | Important | Neutral | Of little importance | Not important at all |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Employee resourcefulness

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Very important | Important | Neutral | Of little importance | Not important at all |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Q.9 In your opinion, in order to improve the efficiency and effectiveness of your organisation's offering/delivery to its clients how important is it that employees/volunteers are trained in:

Self-Efficacy

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Very important | Important | Neutral | Of little importance | Not important at all |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Creativity and innovation

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Very important | Important | Neutral | Of little importance | Not important at all |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Being proactive

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Very important | Important | Neutral | Of little importance | Not important at all |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Goal Seeking

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Very important | Important | Neutral | Of little importance | Not important at all |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Critical Thinking

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Very important | Important | Neutral | Of little importance | Not important at all |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Analytical thinking

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Very important | Important | Neutral | Of little importance | Not important at all |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Problem solving

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Very important | Important | Neutral | Of little importance | Not important at all |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Leadership

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Very important | Important | Neutral | Of little importance | Not important at all |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Persistence

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Very important | Important | Neutral | Of little importance | Not important at all |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Project Management

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Very important | Important | Neutral | Of little importance | Not important at all |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Resourcefulness

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Very important | Important | Neutral | Of little importance | Not important at all |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Q.10 If these skills were packaged into one training programme would it benefit your organisation? Yes/No

Why this response? _____

Q.11 In your opinion should such a training programme be accredited by an approved education organisation? Yes/No

Why this response? _____

Q.12 In your opinion how should this type of training programme be delivered?

A series of workshops (for example over an 8 week period)

On line

Blended learning

Face-to-face lectures

Other

If other, please make suggestions: _____

**Thank You for taking the time to complete this
questionnaire**