Generic Survey for Assessing Training Needs

Directions for use: This generic survey may be useful if you decide to distribute a “hard copy” or e-mail survey during analysis. Adapt it as appropriate for the problem you are investigating. Specific types of question are identified according to purpose as per the explanation on page__ of the Guide.

Note: This sample survey addresses the hypothetical topic of “managing a training project.” All italicized content should thus be replaced with appropriate content for the topic you are investigating. Add or delete questions as necessary to obtain information about key issues for your project.

We need your assistance in determining whether to develop a training program on the topic of project management. Please answer the questions that follows as honestly as you can. Return to William Shakespeare (MSMIL007-XYZ) by February 29th. All responses are anonymous. Thank you for your cooperation.

1. Think about your work as a project manager. List any questions you may have about succeeding as a manager.

2. What concerns do you have about successfully managing training projects? List your major concerns in the space below.

3. Some managers have already expressed concern about the following project management issues. Which have been problematic for you in the past? Rate each issue according to the following scale:

   2= often a problem  1= sometimes a problem  0= not a problem

   _____ developing the design blueprint for the project
   _____ establishing a team spirit among project staff
   _____ maintaining project schedule
   _____ encouraging others creativity
   _____ communicating expectations to project staff
   _____ maintaining work quality
   _____ other (specify) __________________________________________

4. Look at your ratings to question #3. Place an asterisk (*) by those issues that should be addressed in training.
5. Consider the *project management steps* below. Sequence them in the order in which they should be completed. Label from 1 to 5, using 1 for the initial step.

_____ monitor progress
_____ hold project “kick-off” meeting
_____ determine project goals
_____ identify project staff
_____ act to resolve problems

6. Which best describes your feeling about receiving training on *project management*?

_____ eager  _____ hostile  _____ indifferent

7. How should training on *project management* be delivered? Rate each option according to the following scale.

2= preferred  1= acceptable  0= not acceptable

_____ group workshop
_____ CBT delivered on the workstation
_____ print
_____ video
_____ audiotape
_____ print with audiotape
_____ other (specify) ________________________________

8. Which of the following may have hindered your project management efforts in the past? Check all that apply.

_____ lack of management guidelines and procedures
_____ insufficient project staff
_____ unrealistic completion dates
_____ having to manage multiple projects simultaneously
_____ difficulties motivating others
_____ changes in scope of project
_____ difficulties managing use of time
other (specify) ________________________________

9. Look at the items you checked above. Place a “1” next to the biggest hindrance, “2” next to
the second biggest, and “3” next to the third.

10. Approximately how many training projects have you managed while at XYZ Corp.?

_________________________

11. With which functional group are you affiliated? (Check one)

_____ Widget control

_____ Accounting

_____ Field operations

_____ Happy hour control

12. Please share any other comments or concerns about possible training on project
management.