

## QUESTIONNAIRE FOR ASSESSMENT OF TRAINING NEEDS

Institutions AB "X" and Human Studies Centre organise a seminar "Strategic staff management". We aim that this seminar would be interesting and useful for you. Therefore please fill in this form to identify what knowledge and skills you want to acquire and improve in order to better work in the future.

We thank for your time, open and honest answers.

1. What are your main job functions? (Please list)
  
2. What knowledge and skills are needed for you to better perform your functions and implement designated tasks? (Please write).
  
3. What problems do you face the most frequently in your work, what tasks are hard to implement for you? (Please write).
  
4. Which of the seminar topics mentioned below are important and interesting to you? (Please assess using 5 points system, where 1 point means "not important and not interesting at all", 5 points - "very important and interesting").

Nr.	Topic	Assessment in points (1-5)
1	Formation of staff management strategy	
2	System of activity management	
3	Competence model (creation and application)	
4	Personnel selection	
5	Adaptation of new employees	
6	Training of employees	
7	Assessment of employees activity and competences	
8	Motivation of employees	
9	Carreer planning	
10	Success indicators of strategic personnel management/ assessment of effectiveness	
11	Other (please indicate)	

5. Which duration of the programme is the most appropriate for you? (Please underline the relevant answer):

1 day seminar;  
 2 day seminar;  
 other (please indicate) .....

6. Which seminar location is the most appropriate for you? (Please underline the relevant answer).

AB "X" Training centre  
 Human Studies Centre  
 Other (please indicate).....

