

Training Needs Assessment

for **LGU-SJC 2022**

Instructions:

This questionnaire is designed to determine the perceived training needs of employees for the year 2022. Please provide the required information and put a check mark (✓) on the space that corresponds to your answer. You are also encouraged to give recommendations and suggestions in the space provided.

Name of Employee: _____

Office : _____ Gender: __Male __Female

- Should in-service training be conducted in the future, are you willing to attend such a program? () Yes () No
- Should you be sent for training, which of the following do you think is necessary for you to receive additional skills and knowledge that can help in your work?

Activity/Training/Seminar	Much Needed (3)	Needed (2)	Slightly Needed (1)
a. Seminar on Basic English Proficiency	_____	_____	_____
b. Code of Conduct & Ethical Standards for Public Official & Employees (RA 6713)	_____	_____	_____
c. Updates on Civil Service Law and Rules	_____	_____	_____
d. Public Service Ethics and Accountability	_____	_____	_____
e. Personal and Professional Effectiveness	_____	_____	_____
f. Training on Individual Dev't. Plan/Professional Dev't. Plan	_____	_____	_____
g. Customer Relation Management Training (Frontline Personnel)	_____	_____	_____
h. Public Sector Unionism & Sexual Harassment	_____	_____	_____
i. Supervisory Development Course (SDC) I	_____	_____	_____
j. Supervisory Development Course (SDC) II	_____	_____	_____
k. Supervisory Development Course (SDC) III	_____	_____	_____
l. Seminar/Workshop on Proper Housekeeping	_____	_____	_____
m. Records Management	_____	_____	_____
n. Seminar on 5's of Good Housekeeping	_____	_____	_____
o. Seminar on Stress Management	_____	_____	_____
p. Training on Disaster Preparedness	_____	_____	_____
q. Leave Administration	_____	_____	_____
r. Pre-Retirement Seminar	_____	_____	_____
s. Updates on GSIS Law	_____	_____	_____
t. Updates on Home Dev't. Mutual Fund (Pag-ibig)	_____	_____	_____
u. Employees Welfare, Benefits and Privileges	_____	_____	_____
v. Training on Supply and Property Management	_____	_____	_____
w. Preventive Maintenance, Trouble Shooting and Defensive Driving	_____	_____	_____
x. Gender and Development Seminar	_____	_____	_____
y. Good House Keeping Seminar	_____	_____	_____

Other training/s recommended:

Give some suggestions that will help improve working condition of employees.
(Use separate sheet, if necessary)

**Thank You!*