

COUNTY GOVERNMENT OF MARSABIT
COUNTY PUBLIC SERVICE BOARD OF MARSABITT

TRAINING NEEDS ANALYSIS QUESTIONNAIRE
FOR THE YEAR 2020 & 2021

Staff Name.....
Personal Number.....
Designation.....
Job Group
Department.....
Work station.....
Name of the immediate supervisor.....

PART A: INSTRUCTIONS

Please complete this questionnaire as honestly and accurately as you can. Any information you provide will be treated confidentially and for the purpose intended. In case the space provided is insufficient use the back of the page or attach a separate sheet of paper if necessary. Indicate the estimated cost of the training. Please forward the completed and duly signed questionnaire to your respective County Chief Officer on or before **5.00 P.M of 15th December 2021**. In case of any clarifications please do not hesitate to get in touch with the Human Resources and Administration Manager for clarification.

General Survey Information

The questionnaire is divided into various parts to address Training Needs and Skills Gaps
The areas covered by the questionnaire include:

- Confirmation of staff member's background information.
- Confirmation of the staff member's current job description.
- Skills needed to perform the present job.
- Skills needed to perform other roles in the organisation.
- Future career aspirations.
- The identification of prior learning obtained.
- Agreed actions for training delivery.

BACKGROUND INFORMATION

1. Age (please tick the appropriate bracket)

21-30 yrs () 31-40 yrs () 41-50 yrs () 51 yrs and above ()

2. Working experience at County Public Service Board?

0-2 yrs () 3-5 yrs () 3-5 yrs () 6-10 yrs () 10 yrs and above ()

3. How long have you been in your present job?

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4. Have you held other positions in the County/National government other than your present job? Please indicate:

.....
.....

5. Do you have a job description for your job? Yes [] No []

6. Is your job accurately described in the job description? Yes [] No []

7. How do you work? Please circle

Alone [] Part of a team [] other (specify below) [.....]

8. If you work as part of a team, do you perform the same or different work to members of your team?

Very little [] Moderately [] A lot []

9. To what extent does your job require you to work closely with other people, such as customers, clients or people in your own organisation? Please circle.

Very little [] Moderately [] A lot []

10. How much variety is there in your job, ie, to what extent do you do different things at work, using several skills and talents? Please circle.

Very little [] Moderately [] A lot []

COMPETENCIES

11. Academic Qualifications: /Certificate/Diploma/Degree

Certificate:.....
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Diploma:
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Bachelor Degree:
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Postgraduate Degree:
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12. Professional Qualifications (If any) e.g., CPA, CIM, HDHRM, ACCA, etc

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13. Experience (Jobs held and the number of years in each, starting with your current job)

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TRAINING NEEDS

14. What training have you attended within the last three years? (This will help identify if any training sessions have been missed or if any refresher training is required.)

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15. To perform your current job: What training do you still need (either on-the-job or a formal course) to perform your current job competently (e.g., Excel, bookkeeping, etc)?

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16. To perform other jobs in the organisation: What other roles in the organisation would you be interested in doing if a vacancy became available (e.g., transfer to another section, supervisor position, etc)?

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17. To perform other jobs in the organisation: What training or experience would be required (e.g., Negotiation skills, Occupational Health and Safety Awareness, customer care, leadership skills, communication skills, presentation skills etc)?

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FUTURE DEVELOPMENT NEEDS

18. What are your career aspirations?

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19. What training or development do you need to help make this happen (e.g. external degree study, formal meeting procedures, leadership training, etc)

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20. What training or skills have you acquired outside your current job that may be relevant to the wider organisation?

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ACTION PLAN

Please indicate the training and development courses to be provided over the next 12 months under the following parameters:

1. Leadership
2. Management & Networking
3. Technical (Directly related to your current role)
(Record the details of training courses, on-the-job experiences, or mentor arrangements, and include the dates recommended for these to occur)

Training	Date & Cost (Fees, Travelling & Per Diem)
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Signature of Staff Member : **Date:**

Signature of Supervisor : **Date:**

Thank you.