TRAINING NEEDS ANALYSIS QUESTIONNAIRE

Section A: Training Needs Analysis Process

1. Does a process for identifying **future** training and professional development needs **exist** within your department? Please ✓

        Yes ☐   **No** ☐

If no go directly to question 8…

2. Which of the following statements **best** describes how your future training and professional development needs are **assessed?**

    NOTE: If the process involves a combination of the options given below then please ✓ all that apply)

Individually, by myself	☐
By my line manager	☐
By the Human Resources department	☐
Other (Please Specify)	

_____

_____

3. How far into the future does this assessment **plan for**?   Please ✓

6 months	☐
12 months	☐
18 months	☐
24 months	☐
None of the above (please specify)	

_____

_____

4   **How often** are your identified training needs reviewed in the period from **one assessment** to the **next**?   Please ✔

Not at all   ☐

Monthly   ☐

Every six months   ☐

Annually   ☐

Other (please specify)

_____

_____

5.   Is this process **documented** or **recorded** in any way?   Please ✔

     Yes ☐   **No** ☐

6.   On a scale of 1 to 5 (**1 being the worst and 5 being the best.**) within your organisation how **confident** are you that the existing process will meet your **future** training/professional development needs and aspirations?   Please ✔

1   Not at all confident   ☐

2   Not confident in most regards   ☐

3   Moderately confident   ☐

4   Confident in most regards   ☐

5   Completely confident   ☐

7.   If you answered 1, 2 or 3 for question 6 please give a brief explanation of why you believe this to be so.   **If not go directly to question 8…**

_____

_____

8. On a scale of 1 to 5 **(1 being the least effective and 5 being the most effective)** how would you rate the **effectiveness** of the **process** used to identify your training and professional development needs? Please ✔

1	Completely ineffective	☐
2	Ineffective in most regards	☐
3	Moderately effective	☐
4	Effective in most regards	☐
5	Completely effective	☐

9. If you answered 1, 2 or 3 for question 8 please give a brief explanation of why you believe this to be so. **If not go directly to question 10…**

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10. Thinking back over the last 12 - 18 months, how well during that time on a scale of 1 to 4 **(1 being not at all and 4 being completely)** do you feel your **identified** training and professional development needs **were actually met**? Please ✔

1	Not met at all	☐
2	Not met in most regards	☐
3	Met in most regards	☐
4	Met completely	☐

11. If you answered 1, 2 or 3 for question 10 please give a brief explanation of why you believe this to be so. **If not go directly to question 12…**

_____

_____

12. Do any of the following **factors** prevent you from **meeting** or **achieving** your training/professional development needs? Please ✓ those that apply.

Cost	☐
Capacity of workforce	☐
Geography and location of venue	☐
Lack of managerial support	☐
Length of training	☐
Personal circumstances	☐
Training not available	☐

Other (Please Specify)

_____

_____

13. Please list **3 ways**, in your opinion, that the **training needs process** used within your organisation could be improved. (Please answer this question even if no planning process exists within your organisation)

1

2

3

Section C: Future Training and Professional Development Needs

14. Thinking about the **technical area** of environmental health where you currently work or have an interest in. Please list below any training you believe would be **beneficial** to you and is not, to the best of your knowledge, currently being planned? By **technical** we mean any subjects or topics specific to **EH core function work**: e.g. food control; health and safety; environmental protection; consumer protection; housing; pest control; dog control, licensing; water quality. Or any **other technical/specialist area**: e.g. nutrition, diet, community development, etc.

_____

_____

_____

_____

15. Thinking about **crosscutting topics**/**issues** within the context of future training. Please ✓ the **3 areas** from the list below that you feel would be most beneficial to your wider professional development (i.e. apart from any specific technical topics listed in the preceding question).

Time management ☐

Project management ☐

Managing organisational change ☐

Improving service quality ☐

Leadership ☐

Managing budgets ☐

Effective EH business planning ☐

Developing effective policy ☐

Community/stakeholder engagement ☐

Effective partnership working ☐

How to advocate effectively ☐

Team building ☐

Motivation ☐

Dealing with stress ☐

Communication skills ☐

Community Planning ☐

The use and relevance of social marketing in behavioural change ☐

Emergency planning ☐

Planning effective interventions - evidence and evaluation ☐

Cultural Diversity in the workplace ☐

Dealing with the media ☐

Future career development opportunities ☐

Getting your ideal job - creating the best impression ☐

16   From the 3 areas/topics you **identified** in question 15, please **further expand** on these answers

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1



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2



```

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3



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17   Thinking back over the last 12 – 18 months, have you attended any **unique or distinctive** training courses that you feel were of value and that you would recommend to others? Please state the name of the course/s, training provider/s and give a brief description of the course/s.

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Section D: Personal Details

Please note all information will **be treated in strictest confidence**. However it will be helpful to have some personal information for the purposes of analysis**.**

18. Which group do you work within? Please ✔

BCC ☐	EGEHC ☐	NGS ☐	SGEHC ☐	WGEHS ☐

19. Please ✔ which of the following **best describes** your current role(s)?

Director ☐

EH Manager ☐

Lead Officer ☐

Principal EHO ☐

Senior EHO ☐

EHO ☐

Technical staff, (including secondments or fixed term appointments)

Licensing ☐

Dog warden ☐

Pest Control ☐

Investing for Health ☐

Nutrition ☐

Diet ☐

Community Development ☐

Other (Please Specify)

20. Please ✔ the **core area** of environmental health you currently work in?

Food Safety ☐

Health and Safety at Work ☐

Consumer Protection ☐

Public Health and Housing ☐

Environmental Protection ☐

Health Development ☐

Pest Control ☐

Dog Control ☐

Licensing ☐

Emergency Planning ☐

Other (Please Specify)

CEHOG, CIEH NI and UUJ would like to take this opportunity to say **Thank You** for taking the time to complete this questionnaire. Your co-operation is greatly appreciated.

All completed questionnaires can be returned by

Post to;-

CIEH NI
123 York Street
BELFAST
BT15 1AB

By fax to;

028 90233328

Or scanned and emailed to;

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