

SUBJECT: TRAINING NEEDS ASSESSMENT

Purpose: To identify training needs and prioritize them in order to develop, deliver and evaluate Facility Services training programs.

Procedures

1. The Safety/Training office will conduct, on an annual basis, an Education and Training Needs Assessment Survey, through the dissemination of an Employee Questionnaire to each department.
2. Facility Services employees will then complete the Education and Training Needs Survey and return the form to the Safety/Training Office of Tabulation.
3. Employee responses will assist the Safety/Training Office in planning future educational activities.
4. After tabulation of the employee responses, the results will be attached to this section of the Operating Instructions, to indicate the means by which internal/external training is developed and delivered.
5. Educational topics and categories in the Employee Education and Training Needs Assessment Survey are flexible and may be modified or deleted , as the occasion warrants, by the Human Resource Development Specialist.
6. Education and Training Needs Assessment Surveys conducted will be attached to this Operating Instruction.