

A SELF-ASSESSMENT QUESTIONNAIRE ABOUT YOUR APPROACH,
AND THE ORGANISATION YOU WORK FOR, TOWARDS PROFESSIONAL TRAINING



This short questionnaire is intended to help you to be aware of **the approach that you, and the organisation** you work for, **have towards professional training**.

The questionnaire includes **10 questions**, which you will answer with an X to mark the option you are interested in: the free space is for comments or different option.

The questionnaire does not require you to return the results or share them.

Please read the note at the bottom of the page before proceeding.

Now you can start: I'll see you at the end.

1	
WHAT ROLE DO YOU THINK TRAINING PLAYS IN YOUR PROFESSIONAL GROWTH?	
• No one. I learn by doing, from the day-by-day experience	
• Limited. Training has to be made when strictly needed, to develop some specific knowledge	
• I never asked myself that question before, and I wouldn't know what to answer	
• Important, because it helps to develop the skills required in my work	
• Essential. To do my job effectively, I must both acquire technical knowledge and develop a range of skills (communication, negotiation, management of employees, sales, etc.), ensuring their maintenance.	
COMMENTS OR OTHER OPTIONS	

2	
HOW MANY TRAINING COURSES HAVE YOU ATTENDED IN THE LAST 3 YEARS, THANKS TO THE INITIATIVE OF THE ORGANISATION YOU WORK FOR?	
• 1	
• From 2 to 4	
• None	
• From 5 to 10	
• More than 10	
COMMENTS OR OTHER OPTIONS	

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3	
HOW MANY BOOKS, CONCERNING YOUR PROFESSIONAL TRAINING, DO YOU READ IN A YEAR?	
• No one. I just read what I must read	
• 1 or 2. Only if someone I respect recommends me an interesting book	
• I only read some technical material or articles that I download from the Internet	
• From 3 to 5, carefully selected	
• More than 5	
COMMENTS OR OTHER OPTIONS	

4	
HOW WOULD YOU DEFINE YOUR PREPARATION ABOUT YOUR ROLE?	
• Insufficient	
• Adequate	
• I have some areas of improvement to work on, and strengths that I would like to boost	
• Very good	
• Excellent	
COMMENTS OR OTHER OPTIONS	

5	
HOW MANY TRAINING COURSES HAVE YOU ATTENDED IN THE LAST 3 YEARS, AT YOUR COSTS?	
• No one.	
• 1	
• From 2 to 5	
• More than 5	
COMMENTS OR OTHER OPTIONS	

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6	
WHAT DO YOU THINK IS THE MOST EFFECTIVE WAY TO DO TRAINING?	
<ul style="list-style-type: none"> • Working with qualified colleagues, bosses, team members and making experience, maybe even in different roles 	
<ul style="list-style-type: none"> • I never thought about it 	
<ul style="list-style-type: none"> • I believe that classroom training, with experienced teachers, is essential 	
<ul style="list-style-type: none"> • I think that e-learning training (with the online assistance by the teacher), can be a useful tool in many situations because of the flexibility it allows 	
<ul style="list-style-type: none"> • The needs of a continuous and appropriate quality training must use both classroom courses, with well-trained teachers, and e-learning courses (online study and remote assistance from the teacher). This to satisfy the training needs, while containing the investments. 	
COMMENTS OR OTHER OPTIONS	

7	
WHAT KIND OF TRAINING COURSES DO YOU USUALLY ATTEND?	
<ul style="list-style-type: none"> • No one, because I learn by working 	
<ul style="list-style-type: none"> • Classroom courses only 	
<ul style="list-style-type: none"> • E-learning courses only 	
<ul style="list-style-type: none"> • Both classroom and e-learning courses; it depends on the subject 	
<ul style="list-style-type: none"> • No one, because both myself and the company believe the training time stolen from work 	
COMMENTS OR OTHER OPTIONS	

8	
WHICH ASPECTS OF YOUR PROFESSIONAL BACKGROUND DO YOU CARE MOST ABOUT?	
<ul style="list-style-type: none"> • No one in particular, I pay attention to learning by working 	
<ul style="list-style-type: none"> • I take care of the basic technical knowledge to manage my role appropriately 	
<ul style="list-style-type: none"> • I am particularly concerned with improving soft skills, such as communication, people management, critical thinking, negotiation, etc. 	
<ul style="list-style-type: none"> • I care equally for technical knowledge and soft skills, because they are both essential to my work 	
<ul style="list-style-type: none"> • I follow my boss's instructions, without arguing or doing anything else 	
COMMENTS OR OTHER OPTIONS	

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9	
DOES YOUR ORGANISATION INVEST IN STAFF TRAINING?	
• No	
• When strictly necessary and only to the extent of the technical knowledge	
• Yes, but only for talents	
• Occasionally. Every now and then a course comes out of the blue, but there is no planning	
• Systematically. Training is considered a crucial lever to develop the knowledge and skills that the company needs	
COMMENTS OR OTHER OPTIONS	

10	
WHY, IN YOUR OPINION, MANY ORGANISATIONS INVEST IN STAFF TRAINING LESS THAN WOULD BE NECESSARY? YOU CAN INDICATE MORE THAN ONE REASON	
• Money. Investments are too high and companies cannot afford them	
• Time. Workloads are very heavy and no more tasks can be added	
• Employees don't like training	
• Training companies offer poor quality services	
• My company wouldn't know what to do	
COMMENTS OR OTHER OPTIONS	

Good.

Now I'd like to ask you a couple of questions:

- Was the questionnaire able to help you become aware of how much you and your organisation invest in your professional training?
- What are the most important aspects that emerged from the 10 questions?

To discuss them together or for any feedback about the questionnaire you can write to me at arduino.mancini@tibicon.net

Read from you soon!

Arduino

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