

# Training needs analysis and skills audit

[Business](#)



Training Needs Analysis and Skills Audit Career Development Centre (CDC)  
Daffodil International University Dear Colleagues, Our organization may be unique in Bangladesh trying hard to develop everyone for coping with technology and international need to achieve maximum and just starting to develop a workplace performance improvement program. As you can realize that our organization believes in growing together and found worthy to identify the skills required for the job. Hope we will enjoy developing together!

Note: You are requested to read the entire document carefully first then check one by one. Please note that in the soft copy you can't change your decision once you checked in some areas.

If you feel uncomfortable to fill-up the questionnaire directly using this soft copy you can print it and fill-up manually for sending to us. Thank you in advance for your valuable time and effort. Basic Questionnaires for Training Needs Analyses Please check the top ten skills that you use most often: Work Skills in General

Very much motivated and focused on goals and objectives of DIU Encourage collaboration of fellow employees to achieve results Seek and utilize opportunities for continuous learning and self-development Meet regularly with subordinates to discuss job performance Respond to changing organization positively Anticipate unexpected hurdles or obstacles to a plan or project with tolerance Expresses loyalty and dedication to organization in interactions with others Set up and monitor timeframes and plans

Communication Skills Accurately attends to/understands ideas which are exchanged for betterment of organization.

Deliver influential presentations Listen carefully People dealing Skills Display confidence in others abilities and talents Network with others across organizational boundaries Recognize and reward people for doing their best constructively receive criticism and suggestions from others Leadership Skills Give others direct, constructive, and actionable feedback which can be used Able to support manpower, design work, and allocate tasks to achieve goals Empower others to achieve results and hold them accountable for actions Motivate others in order to reach organizational goals

Influence others in a way that results in acceptance, agreement, or behavior change Customer/Student dealing Skills Consider students point of view when making decisions Effective in satisfying students needs pursue the best student-focused responses that add value to the university Business Skills Support resources to meet the business needs of the organization understand the costs, profits, markets, and added value of issues Focus on needs of students Anticipate marketplace opportunities and supports speed to market. Analytical Skills

Select the appropriate techniques for analysis Interpret financial data, reports, balance sheets, and cash flow analysis Generate alternative solutions to problems and challenges.

Ranking: Skills You Consider Important Please rate the importance of the following skills. Use the scale where 1= not important and 9= very important. Work Skills in general 1 2 3 4 5 6 7 8 9 Very much motivated and  
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focused on goals and objectives of DIU Encourage collaboration of fellow employees to achieve results Seek and utilize opportunities for continuous learning and self-development

Meet regularly with subordinates to discuss job performance Respond to changing organization positively Anticipate unexpected hurdles or obstacles to a plan or project with tolerance Expresses loyalty and dedication to Company in interactions with others Set up and monitor timeframes and plans Suggestions for how you would improve communication skills:

Communication Skills123456789 Accurately attends to/understands ideas which are exchanged for betterment of organization Deliver influential presentations Listen carefully

Suggestions for how you would improve communication skills: People dealing Skills123456789 Display confidence in others abilities and talents Network with others across organizational boundaries Recognize and reward people for doing their best Constructively receive criticism and suggestions from others Suggestions for how you would improve people skills: Leadership Skills123456789 Give others direct, constructive, and actionable feedback which can be used Able to align manpower, design work, and allocate tasks to achieve goals

Empower others to achieve results and hold them accountable for actions Motivate others in order to reach organizational goals Influence others in a way that results in acceptance, agreement, or behavior change Suggestions for how you would improve leader skills: Customer/Student Dealing Skills123456789 Consider students point of view when making decisions

Effective in satisfying students needs Pursue the best student-focused responses that add value to the university Suggestions for how you would improve customer skills: Business Skills123456789 Support resources to meet the business needs of the organization Understand the costs, profits, markets, and added value of issues Focus on needs of students Anticipate marketplace opportunities and supports speed to market. Suggestions for how you would improve business skills: Analytical Skills123456789 Select the appropriate techniques for analysis Interpret financial data, reports, balance sheets, and cash flow analysis Generate alternative solutions to problems and challenges. Suggestions for how you would improve analytical skills: