

Handout 4: Formal Needs Assessment Example

This is a Formal Needs Assessment that can be used to document the needs of your kitchen.

Instructions: Please take a moment to fill in this survey. Your opinion is very important for planning our trainings. Please return this survey by XXXXX. Thank you.

1. Did you attend any of the trainings offered by MassTERI in the past several years?

Yes

No

If Yes, please circle all that apply:

- a) Computers
- b) English for the workplace
- c) Leadership

2. Given the work that you do now, what kind of learning opportunity would you be interested in?

(Circle as many as you want)

- a) Computers: Word Processing
- b) Computers: Excel
- c) Computers: Advanced Skills
- d) English for the workplace
- e) Making Math Easy for the Kitchen: Measurements and Conversions
- f) Interpersonal skills and Communication
- g) Team skills and Team building
- h) Leading, Teaching and Evaluation of Staff
- i) Writing for work and beyond
- j) Other _____ (please specify)
- k) Other _____ (please specify)
- l) Other _____ (please specify)

3. Among those that you selected above, which ones are the most important to you and why?