

Skills audit for training

Media Helping Media

Each participant must complete the audit a week before the event. It will probably take you 10-15 minutes. All responses will be treated confidentially.

Name: _____

Company: _____

Please tick the descriptions applicable to you and, where appropriate, add comments.

Description	Applicable to you	Comments
Have the ability to analyse and learn on an ongoing basis		
Have knowledge about a specific subject area that can be used to train others		If yes, please list areas:
Have relevant experience in training others		If yes, please explain:
Possess confidence in speaking to groups		
Able to assess the learning needs of individuals and groups		
Able to write objectives for training and analyse learning outcomes		If yes, please expand:
Possess good listening skills without being judgemental		
Possess good writing and communication skills		
Able to prepare appropriate training material		
Able to be assertive with individuals or groups		
Able to conduct primary and secondary research		
Able to be flexible in changing training outcomes		
Able to negotiate resources for training		
Able to budget for training		
Able to identify specific visual aids		
Flexible enough to change direction when the situation demands		
Able to decide the appropriate room layout		
Able to decide appropriate		

training interventions		
Able to coach individuals and groups		If yes, please explain:
Able to evaluate training programmes		
Able to report back on outcome of training programmes		
Able to assess potential ROI benefit for company from training programmes		
Able to suggest company-specific strategic changes based on training learning		