ANNEXURE
ANNEXURE A
Main Questionnaire

Part:-1       Personal Information

1) Name (Optional):-

2) Gender: - Male__________, Female________________ .

           45______, 46 & above__________ .

4) Department: - ______________, Designation: - ______________ .

5) Education: - ___________________.

6) How long you have been working in the current organization:- Less than 5
   years__________,6-10years__________,11-15years__________ .

Part :-2       T & D Characteristics

7) Please mention the no of training programs you have undergone during the following 2
   years.

<table>
<thead>
<tr>
<th>Year</th>
<th>Half Day</th>
<th>Full Day</th>
<th>Training Days</th>
<th>By Internal Person</th>
<th>By External Person</th>
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</thead>
<tbody>
<tr>
<td>2010</td>
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<td>2011</td>
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</table>

8) What type of training programs you have undergone:- On the Job__________, Off the
   Job__________ .

On the job methods include:- Induction__________, Job Rotation__________,
Coaching__________. Any other please specify__________ .

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9) Off the job training methods include: - Lecture___________, Role Play__________, Case Study__________, Simulation__________, Films______, Laboratory Training______, Any other please specify__________ .

10) What is your opinion about the training programs you have attended:- Effective______________, b) Not Effective ___________.

11) Overall how satisfied you are with the training programs conducted: - a) Highly Satisfied _____ b) Somewhat satisfied ___c) neither satisfied nor dis-satisfied____ d) Somewhat Dissatisfied ____ e) Highly Dissatisfied ____.

12) What kind of learning environment you prefer for attending training program : In House_______, Outbound__________, Hotels______, Training Centers__________, Any other please specify__________ .

13) What kind of learning environment is given to you for attending training program:- In House_______, Outbound__________, Hotels______, Training Centers__________, Any other please specify__________ .

14) Following are some of the Employee Training & Development Areas. What is the current priority of training areas in your organization (Please Rank 1 to 4 in the order of Priority?)

A) HUMAN POTENTIAL DEVELOPMENT ;- Areas such as a) Domain specific skills, b) Decision Making, c) Time Management, d) Adaptability & Flexibility.

B) COMMUNICATION SKILLS:- Areas such as a) Presentation Skills , b) Effective Report Writing, c) Negotiation Skills.

C) PEOPLE SKILLS:- Areas such as a) Leading & Initiating, b) Problem Solving Approach, c) Team Building, d) Learning Ability.

D) TECHNICAL SKILLS:- Areas such as a) Six Sigma, b) Kaizen, c) 5”S”.  
Part: 3  Training Need Identification

15) As a Manager you are well versed with the term Training Need Identification: -
Yes_______, No______________ .

16A) For TNI which of the following surveys are conducted in your organization: -
a) Employee Satisfaction Surveys: - Yes_______, No_______
b) Competency Mapping: - Yes_______, No_______
c) Motivation Index: - Yes_______, No_______
d) Any other method please mention: - Yes_______, No_______

16B) Were you one of the participant for the above surveys conducted in your organization: -
Yes_______, No______________ . If yes then please specify for which survey.

Part: 4  Training Objectives Communicated to Employees

Labels: - SA - Strongly Agree, A - Agree, N - Neutral, D - Disagree, SD - Strongly Disagree

17) I am consulted before sponsoring me for training: -____

18) My HRD Dept conducts briefing & debriefing sessions before sponsoring me for training: -____

19) Training objectives are communicated to me before I am nominated for training: -____

20) Communication between me & my seniors take place regarding training objectives before I go for training: -____
Part : -5  Contents of the Course

Labels: - SA- Strongly Agree, A- Agree, N- Neutral, D- Disagree, SD- Strongly Disagree

21) Content of the training course has a practical application to my job:-_____

22) Content of the training course is valuable to my carrier:-_____

23) Training course has contributed towards value addition to my functional abilities: ______

24) Training content was well organized:-_____

25) Training programs contained variety of methods:-_____

26) No of training programs were adequate:-_____

27) Duration of training programs was adequate:-_____

Part : -6  Equipments & Facilities

Labels:-  E- Excellent, VG- Very Good, G- Good, F- Fair, P- Poor.

28) Classroom, Boarding & Lodging Facilities:-_____

29) Training Materials & Tools:-_____

Part : -7  Trainer – My Trainer was able to

Labels: - SA- Strongly Agree, A- Agree, N- Neutral, D- Disagree, SD- Strongly Disagree

30) Teach the subject matter thoroughly:-_____

31) Encourage the interest of trainee on the topic:-_____

32) Explain the program in detail:-_____

33) Monitor my progress:-_____

34) Help me with my problems:-_____

35) Give practical examples to support the topic:-_____

36) Give pre test score & post test score:-_____

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Part : 8    **Opportunity for application of Training**

Labels: - SA- Strongly Agree, A- Agree, N- Neutral, D- Disagree, SD- Strongly Disagree

37) When I return from training I am given adequate free time to select & plan the improvements in my area of work: -

38) I feel that I am benefitted from the training programs & its objectives: -

39) Training has contributed towards value addition to my functional abilities: -

40) Sufficient follow up on learning objectives are made after training: -

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Part : 9    **Benefits & Effects of the Training Course**

Labels: - SA- Strongly Agree, A- Agree, N- Neutral, D- Disagree, SD- Strongly Disagree

41) After attending training programs, I can now confidently say that it

<table>
<thead>
<tr>
<th>Quality</th>
<th>SA</th>
<th>A</th>
<th>N</th>
<th>D</th>
<th>SD</th>
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<tbody>
<tr>
<td>Increased my Knowledge</td>
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<td>Increased my Skills</td>
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<td>Improved my behaviour &amp; attitude</td>
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<td>Improved my confidence</td>
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<td>Improved my communication skills</td>
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<td>Increased my motivation level</td>
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<td>Improved teamwork between departments</td>
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<td>Increased my performance</td>
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<td>Increased employee satisfaction</td>
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</table>
Part :-10  General Comments

42) Training according to you is :- a) Investment___________, b) Entertainment ___________, c) Expenditure_____________.

43) Are you interested in becoming an internal trainer in your organization:- a) Yes_______, b) No_______________, c) Not Sure_________________.

44) Your suggestions on training programmes are accepted by your HR Department:- a) Yes__________, b) No_______________.

Part:-11  Job Satisfaction

45) Overall I am very happy with the job:- a) Strongly Agree__________ b) Strongly Disagree___________.

46) I enjoy my job thoroughly:- a) Strongly Agree____________ b) Strongly Disagree___________.

47) I feel proud about my job & role in the organization:- a) Strongly Agree__________ b) Strongly Disagree___________.

Part :-12  Performance Review

48) Is the performance of employees appraised:- a) No Assessment__________ ,b) Sometimes________, c) Always_____________.

49) Is the assessment system directed towards:- a) Short Term__________, b) Medium Term_____________, c) Long Term_______________.

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Part : -13   Performance Drivers

Labels: - SA- Strongly Agree, A- Agree, N- Neutral, D- Disagree, SD- Strongly Disagree

50) How do you rate improvement in the following performance drivers post training?

a) Communication: -

b) Productivity: -

c) Job Involvement: -
## Employee Assessment Analysis (E-A-A)

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Training Parameters</th>
<th>Facets</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>Job Knowledge</td>
<td>Understands job requirements and responsibilities</td>
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<td></td>
<td></td>
<td>Possesses required skills and knowledge for the job</td>
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<td></td>
<td></td>
<td>Keeps abreast of current developments pertaining to the job</td>
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<td>2.</td>
<td>Planning and problem solving</td>
<td>Works in an organized manner</td>
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<td></td>
<td>Requires minimal supervision</td>
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<td></td>
<td></td>
<td>Can identify problems</td>
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<td>Reacts to problem in appropriate time</td>
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<td>3.</td>
<td>Productivity</td>
<td>Achieves established goals</td>
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<td></td>
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<td>Can multitask between several projects</td>
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<td></td>
<td></td>
<td>Meets productivity standards</td>
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<td>4.</td>
<td>Teamwork</td>
<td>Is an effective team player</td>
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<td></td>
<td></td>
<td>Offers assistance to team members</td>
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<td></td>
<td></td>
<td>Works well with different personality types</td>
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<td></td>
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<td>Participates in team discussions</td>
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<td>5.</td>
<td>Management skills</td>
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<td>Clearly identifies goals to all working in the managed area</td>
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<td></td>
<td>Holds himself/herself accountable to goals and objectives</td>
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<td>Reports success towards reaching goals to all in managed area</td>
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<td></td>
<td>Demonstrates effective leadership talent and skills</td>
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<td>Positively motivates others to achieve goals and gain skills</td>
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