

Learning Survey: Easy ways to survey your workplace

Example Survey

1. Name (text answer)
2. Department (text answer)
3. Employment type: (checkbox answer)
 - a. Full time
 - b. Part time
 - c. Agency
 - d. Other (always useful – should give you a specify option)
4. There are several options for courses listed below. Please tick up to three of the courses that you are most interested in and/or suggest any other non-listed course (this list can be edited/added to if you know of other courses you can access or if your WULF PM has some ideas – try to avoid listing too many and always give an “other” option)
 - a. Essential Skills
 - b. Health and Safety Awareness
 - c. Using Computers
 - d. Creative Writing
 - e. Practical Maths
 - f. Preparing for Retirement
 - g. Stress Management
 - h. Welsh
 - i. Other Suggestions (should give you a specify option)
5. What time of day would suit you best? (checkbox)
 - a. Morning
 - b. Afternoon
 - c. Evening
 - d. Weekends
 - e. Other
6. Do you feel you currently have all the skills and training you need to perform your job to the best of your ability? Remember, we will not share any individual responses with **[the employer]**
 - a. Yes
 - b. No, I require more training
7. Do you feel your job description accurately describes the skills required to do your job?
 - a. Yes
 - b. Yes, to a large extent, but it does require some alterations
 - c. No, it requires various alterations
 - d. No, it’s completely wrong
 - e. I don’t know

8. Do you have any skills or qualifications that you don't use in your job?
 - a. Yes
 - b. No
9. What are they? (textbox answer)
10. Has a member of the management team ever attempted to find out what skills you have?
 - a. Yes
 - b. No
 - c. Don't know
11. Have you had an appraisal or personal development review in the last 12 months?
 - a. Yes
 - b. No
 - c. Don't know
12. Has your employer provided you with any training courses or development opportunities in the last three years?
 - a. Yes
 - b. No
 - c. Not yet but this is scheduled to take place soon
13. How well do you feel your skills are matched to the job you currently do?
 - a. I'm overqualified – I have skills I don't use in my job
 - b. I am well matched to my current role, given my current level of skills
 - c. I am underqualified, I require more training
 - d. I don't know
14. How satisfied are you in your role?
 - a. Very satisfied
 - b. Somewhat satisfied
 - c. Somewhat unsatisfied
 - d. Unsatisfied
 - e. Extremely unsatisfied
15. How important is it to you that you are able to use your skills and knowledge at work?
 - a. Very important
 - b. Somewhat important
 - c. Not important
16. Would you like to have a one to one meeting with your Union Learning Rep (ULR) to discuss your skills, work and career – in complete confidence?
 - a. Yes
 - b. No
 - c. Unsure

Submit