



Training Needs Assessment

Dear Respondent:

This survey is being conducted to determine the training needs of the Provincial Government of Bohol (PGBh) staff. The results of this survey will serve as inputs to the training plan to be developed to enhance individual and institutional capabilities. Please respond to the following items based on your personal observations and to the best of your knowledge about your superior and yourselves. This survey will only take 30 to 45 minutes of your time.

You can be assured of the confidentiality of your answers and this will not be used in assessing your performance levels.

HRMDO-Training Management Committee

Demographic Data

Name: _____ Position/Designation: _____

Section/Division: _____ No. of years in current position: _____

No. of training programs/seminars attended for the past two years: _____

Instructions:

Below is a list of competencies essential for a Provincial Government of Bohol (PGBh) staff to perform his/her functions effectively.

Put a check mark (✓) on the appropriate box indicating both your knowledge/competency level (kaalaman/kakayanan) on the list of competencies specified in the left corner of the table below and its importance to your job.

Rating Scales

Competency Level (Current)

Level 1 – Fair :Very little knowledge, works under close supervision

Level 2 – Good: Average / basic knowledge but requires occasional coaching, works with minimal supervision

Level 3 – Very Good: Very knowledgeable / skilled, Assists and/or supervises others with broader perspective acquired through additional training

Level 4- Excellent: performance fully meets all and far exceeds most expectations, capable of innovating/ developing new processes

Importance (Required)

Level 1 – Not important, not necessary for the job

Level 2 – Slightly Important needed for job success and **utilized 10%-40% of the time**

Level 3 – Important, essential to job success and **utilized 40%-60% of the time**

Level 4 – Critical, impossible to do job without it and **utilized 60%-90% of the time**

PART I: Provincial Government of Bohol (PGBh) CORE COMPETENCIES

Competency Level (Current)				Competencies	Importance Level (Required)			
1	2	3	4		1	2	3	4
				1. Communication skills – ability to express ideas verbally and/or in writing				
				• Listens and responds attentively to others				
				• Conveys messages clearly and understandably				
				• Has knowledge of basic correspondence (letter/report writing)				
				2. Service orientation – listening to and understanding internal clients; anticipating client needs; giving high priority to client satisfaction through continuous improvement				
				• Serves clients promptly, proactively, and courteously				
				• Takes action to meet customer needs and concerns				
				• Advocates for client needs by eliciting client feedback to monitor satisfaction				
				3. Teamwork and Cooperation – actively participating in, and facilitation of team effectiveness taking actions that demonstrate consideration for the feelings and needs of others; being aware of the effect of one’s behaviors on others				
				• Listens to and considers the ideas of team members				
				• Unifies efforts towards attainment of team goals				
				• Works in an atmosphere of trust and open communication				
				4. Results Orientation – taking responsibility and accountability for successfully completing goals, assignments, projects and tasks; competing continuously against self-imposed standards of excellence				
				• Enumerates required action steps to achieve desired results				
				• Acquires and mobilizes needed resources to accomplish goals, assignments, projects & tasks				
				• Conforms to agreed upon timelines and deadlines				
				5. Transparency – maintaining and promoting social, ethical and organizational norms in conducting internal and external activities				
				• Demonstrates honest and ethical behavior by upholding the values and principles of the organization in every action and decision				
				• Maintains transparency and accountability in all transactions				
				• Takes responsibility in everything we do and say which would not compromise professional integrity and that of the organization				

PART II: MANAGERIAL COMPETENCIES

Competency Level (Current)				Competencies	Importance Level (Required)			
1	2	3	4		1	2	3	4
				1. Planning – establishing organizational work plan and deciding on the tasks and resources needed to attain them				
				<ul style="list-style-type: none"> Defines goals and end states and determines strategies, objectives and action plans to pursue to attain desired results 				
				<ul style="list-style-type: none"> Analyzes situations which may help or hinder goal attainment and determines solutions 				
				<ul style="list-style-type: none"> Ensures that all work plans are specific and attainable 				
				2. Organizing - Managing resources needed to complete the task or fulfill a function				
				<ul style="list-style-type: none"> Assigns tasks to appropriate employees, taking into consideration the employees' capabilities 				
				<ul style="list-style-type: none"> Ensures the availability of the resources 				
				<ul style="list-style-type: none"> Checks action plans to make sure all activities are accomplished 				
				3. Leading - using proper interpersonal styles and methods to guide, motivate and inspire employees in accomplishing tasks; maintaining group cohesiveness and cooperation				
				<ul style="list-style-type: none"> Builds trust and unity among group members 				
				<ul style="list-style-type: none"> Provides feedback and coaches to improve performance 				
				<ul style="list-style-type: none"> Creates a learning environment in the work place and opportunity development of employees 				
				4. Controlling - monitoring employees' activities; keeping the organization on track towards its goals and making corrections as needed				
				<ul style="list-style-type: none"> Keeps track of delegated assignments and to ensure and measure the efficiency and effectiveness of project implementation, outcomes and impact 				
				<ul style="list-style-type: none"> Constructs mechanisms to address critical issues such as giving recommendations and corrective actions. 				
				<ul style="list-style-type: none"> Evaluates performance of employees based on the required service deliverables 				

PART III: TECHNICAL COMPETENCIES (Prov'l. Planning & Development Office)

Competency / Current Level				COMPETENCIES (for the Provincial Treasurer's Office)	Importance / Required Level			
1	2	3	4		1	2	3	4
				1. Project Monitoring and Evaluation - Formulation and implementation of integrated Monitoring and Evaluation system for Bohol Development Programs and Projects.				
				▪ Knowledge on project monitoring and evaluation techniques				
				▪ Ability to formulate monitoring and evaluation tools and procedures				
				▪ Adapt to an integrated monitoring & evaluation system for the Bohol Development Programs and Projects				
				2. Land Use Planning - Formulate land use plans for local government units				
				▪ Knowledge on updated land use laws, regulations and standards				
				▪ Skills in handling and facilitating land-use planning related workshops				
				▪ Provides technical assistance for MLGUs in the updating of their land-use plans				
				3. Project Development - Identify and develop projects for local, national and foreign funding.				
				▪ Knowledge to formulate and generate quality project proposals that conforms to the standards of funding agencies and development partners.				
				▪ Knowledge on Project profiling, investment programming, implementation,, scheduling and project cost-benefit analysis.				
				▪ Ability to design and implement development projects.				
				4. Data Analysis Computation/Interpretation - Activities that will help PPDO employees conduct effectively the data analysis, computation and interpretation using methods and mathematical formulas.				
				▪ Knowledge on appropriate scientific & mathematical methods for data analysis and interpretation.				
				▪ Ability to conduct effective data analysis and interpretation				
				▪ Ability to work carefully on data completeness and accuracy				
				5. Integrated Rural Development Planning - Integrated approach to rural development planning on - environment, economic, social, infrastructure and governance sectors.				
				▪ Knowledge on implementing an integrated approach to rural development planning.				
				▪ Ability to transfer technology to MLGU's and other stakeholders.				
				▪ Ability to identify critical differences between current development and past situation on rural sectors.				

PART IV: ADDITIONAL INFORMATION

1) Please state your own understanding of the following?

a. Vision, Mission and Goals (VMG) of the Provincial Government of Bohol (PGBh)

b. 10 Point Agenda

2) How does your work contribute to the achievement of the Vision Mission and Goals (VMG) and 10 point agenda of Provincial Government of Bohol (PGBh)?

3) What other training programs would you require to improve your work?

4) What other support mechanisms do you need to improve your work? (e.g. policies, structure, systems, equipments, and etc....)

Thank you very much.