



## Training Needs Assessment Questionnaire

ACI Manitoba is a member driven, not for profit organization dedicated to supporting the arts and cultural industries of Manitoba and helping to develop sustainable careers for those working in arts and culture. To these ends, ACI Manitoba provides arts specific management training, networking opportunities, youth mentorship programs, interactive web programming and infrastructure development for a wide range of Manitoba based arts and cultural organizations, businesses and individual artists. ACI Manitoba provides urban as well as rural and Aboriginal programming.

By taking a few minutes to fill out this questionnaire you can help us to develop a training program that is relevant to you and your organization.

Thank You!

### Please tell us about yourself and your organization

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Name

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Address

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Phone

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Fax

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E-mail

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Occupation/Position

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Organization

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Purpose of organization

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Number of people working in organization (staff and volunteers)

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Website

**Do you want or need training?**

What challenges do you or people in your organization/co-op face?

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Have you noticed any particular skills or areas where training is needed?

For yourself?

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How about for other people who are part of the organization/co-op?

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Are you interested in taking any training? If not, please tell us why you do not want training.

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**What do you want to learn?**

Please suggest *specific topics* that you and/or people in your organization/co-op want to learn about.

Please number each item with the appropriate level as follows:

- 1 = Emerging
- 2 = Mid-career
- 3 = Senior

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**When is the best time for training?**

Weekdays       Day       Winter       Spring  
 Weekends       Evening       Summer       Fall

**Where should the training take place?**

Name of City/Town/Community

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At a specific facility? Please name:

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At my organization (in-house)

Yes  
 No

**How do you want the training to be delivered?**

**Type of training session** *(Please check all that apply)*

Hands-on interactive workshop       Moderated Panel Presentation  
 Lectures/information seminar       Train the trainer  
 Facilitated Round Table discussion       Symposium or conference

**Length of training sessions** *(check any that would work)*

1 hour       ½ day morning       ½ day afternoon  
 3 hours       1 evening       1 full day

Other Ideas?

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**Would you be interested in attending an informal networking evening event?**

Yes     No

**Does your organization/co-op have a line item in the budget for training?**

Yes     No     Don't Know

Please give us an idea of what a reasonable dollar amount would be for you or your organization/co-op to spend on a training session.

Approximately \$\_\_\_\_\_ to \$\_\_\_\_\_

*Thank you very much for your participation in this training needs assessment for ACI Manitoba.*

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