Civilian Human Resources Office, Workforce Development Unit
Annual Training Needs Survey Fiscal Year 2017

Activity Name: _____   _____

(Complete formal name of activity)   (5-Digit Unit Identification Code)

Activity Primary Point of Contact (POC):   (   ) _____
_____   (Phone No.)

(Print Name: Last, First, Middle Initial)   _____
     (Email Address)

Activity Alternate POC: (   ) _____
_____   (Phone No.)

(Print Name: Last, First, Middle Initial)   _____
     (Email Address)

FAX number(s): (   ) _____   List additional POCs on reverse.

This survey helps identify and prioritize training requirements and serves as coaching tools for planning employee development. By completing and returning this survey, I am certifying that the information reflects, as accurately as possible, estimated activity and individual training planned for FY-17. Civilian Human Resources Office, Workforce Development Unit (CHRO, WDU) may use the information for planning and scheduling of FY-17 training courses. **It is my intention to schedule the employees for training as indicated below as budgeting permits**.

_____   _____   _____
(Signature)   (Title)   (Date)

INSTRUCTIONS FOR COMPLETING THE SURVEY

1. *Indicate the priority (1 essential; 2 needed; 3 helpful).*

2. *Retain a copy of the submitted survey for use in your activity to plan, schedule and execute an activity training plan.*

3. *Please provide us your input on any other training you would like to have, as well as the priority of the training.*

Complete and return to CHRO, Workforce Development Unit	
Training Priority 1, 2, 3	**Course Title**
	MANAGEMENT/SUPERVISION
	Coaching and Counseling for Increased Performance for Managers and Supervisors
	Conflict Resolution for Managers and Supervisors
	Effective Team Building
	How to Conduct a Successful Employee Performance Review
	Introduction to Management Analysis
	Introduction to Supervision
	Other Training:

Activity Name: _____ _____
                       (Complete formal name of activity)   (5-Digit Unit Identification Code)

Training Priority 1, 2, 3	Course Title
Complete and return to CHRO, Workforce Development Unit	
	Labor Relations for Supervisors and Managers
	Problem Solving Skills Workshop
	Project Management
	Rehabilitate or Remove Employees with Conduct Issues
	Step up to Leadership in the 21st Century
	Winning Approaches to Resolving Performance and Conduct Problems
	Other Training:
QUALITY OF WORKLIFE/ORIENTATION	
	Early/Career Benefits and Retirement Planning (FERS)
	How to Remember Just About Anything
	Thrift Savings Plan for Pre-Retirees
	Pre-Retirement Planning (CSRS)
	Pre-Retirement Planning (FERS)
	Relieve Stress Improve Job Performance
	Working Smarter, Not Harder
	Other Training:

Encl (1)

Activity Name: _____   _____
(Complete formal name of activity)   (5-Digit Unit Identification Code)

Complete and return to CHRO, Workforce Development Unit	
Training Priority 1, 2, 3	**Course Title**

BUDGETING/FINANCIAL MANAGEMENT	
	Federal Budgeting for Non-Budget Personnel
	Introduction to Federal Budgeting
	Navy Working Capital Fund Workshop
	Other Training:
COMMUNICATION SKILLS (Written/Verbal)	
	Conducting an Effective Meeting
	Conflict Resolution for Employees
	Customer Service
	Dealing with Negativity in the Workplace
	Dynamic Interviewing Techniques
	Effective Presentations
	English Grammar Review
	Instructor Training
	Naval Correspondence Manual and Contemporary Navy Writing
	Technical and Report Writing
	Writing Skills Workshop
	Lead vs. Manage there's a Difference
	Other Training:

Activity Name: _____   _____
(Complete formal name of activity)   (5-Digit Unit Identification Code)

Complete and return to CHRO, Workforce Development Unit	
Training Priority 1, 2, 3	**List Course Title**
	PLEASE LIST ANY OTHER TRAINING

*Thank you for completing this Fiscal Year 2017 annual training survey. If you wish to provide additional information that will be helpful in assuring quality training for your employees, please provide comments below or add an additional sheet. Your cooperation is appreciated in assuring that our employees receive the training they need to perform more effectively. Please return the completed surveys to the CHRO, Workforce Development Unit by **1 August 2016.***

Your comments are encouraged and welcomed:

Encl (1)