Section A: Training Needs Analysis Process

1. Does a process for identifying future training and professional development needs exist within your department? Please ✓

   Yes ☐  No ☐

   If no go directly to question 8...

2. Which of the following statements best describes how your future training and professional development needs are assessed?

   NOTE: If the process involves a combination of the options given below then please ✓ all that apply

   Individually, by myself ☐
   By my line manager ☐
   By the Human Resources department ☐
   Other (Please Specify)

3. How far into the future does this assessment plan for? Please ✓

   6 months ☐
   12 months ☐
   18 months ☐
   24 months ☐
   None of the above (please specify)
Section A: Training Needs Analysis Process...... Continued

4. **How often** are your identified training needs reviewed in the period from one assessment to the next? Please ✓
   
   Not at all ☐
   Monthly ☐
   Every six months ☐
   Annually ☐
   Other (please specify )

5. Is this process documented or recorded in any way? Please ✓
   
   Yes ☐          No ☐

6. On a scale of 1 to 5 (1 being the worst and 5 being the best.) within your organisation how confident are you that the existing process will meet your future training/professional development needs and aspirations? Please ✓
   
   1 Not at all confident ☐
   2 Not confident in most regards ☐
   3 Moderately confident ☐
   4 Confident in most regards ☐
   5 Completely confident ☐

7. If you answered 1, 2 or 3 for question 6 please give a brief explanation of why you believe this to be so. **If not go directly to question 8...**
**Section B: Training Needs Effectiveness**

8. On a scale of 1 to 5 (1 being the least effective and 5 being the most effective) how would you rate the effectiveness of the process used to identify your training and professional development needs? Please ✓

1. "Completely ineffective"
2. "Ineffective in most regards"
3. "Moderately effective"
4. "Effective in most regards"
5. "Completely effective"

9. If you answered 1, 2 or 3 for question 8 please give a brief explanation of why you believe this to be so. **If not go directly to question 10...**

________________________________________________________________________________

________________________________________________________________________________

10. Thinking back over the last 12 - 18 months, how well during that time on a scale of 1 to 4 (1 being not at all and 4 being completely) do you feel your identified training and professional development needs were actually met? Please ✓

1. "Not met at all"
2. "Not met in most regards"
3. "Met in most regards"
4. "Met completely"

11. If you answered 1, 2 or 3 for question 10 please give a brief explanation of why you believe this to be so. **If not go directly to question 12...**

________________________________________________________________________________

________________________________________________________________________________
12. Do any of the following factors prevent you from meeting or achieving your training/professional development needs? Please ☑ those that apply.

- Cost
- Capacity of workforce
- Geography and location of venue
- Lack of managerial support
- Length of training
- Personal circumstances
- Training not available

Other (Please Specify)

13. Please list 3 ways, in your opinion, that the training needs process used within your organisation could be improved. (Please answer this question even if no planning process exists within your organisation)

1

2

3
Section C: Future Training and Professional Development Needs

14. Thinking about the technical area of environmental health where you currently work or have an interest in. Please list below any training you believe would be beneficial to you and is not, to the best of your knowledge, currently being planned? By technical we mean any subjects or topics specific to EH core function work: e.g. food control; health and safety; environmental protection; consumer protection; housing; pest control; dog control, licensing; water quality. Or any other technical/specialist area: e.g. nutrition, diet, community development, etc.

15. Thinking about crosscutting topics/issues within the context of future training. Please ✓ the 3 areas from the list below that you feel would be most beneficial to your wider professional development (i.e. apart from any specific technical topics listed in the preceding question).

- Time management
- Project management
- Managing organisational change
- Improving service quality
- Leadership
- Managing budgets
- Effective EH business planning
- Developing effective policy
- Community/stakeholder engagement
- Effective partnership working
- How to advocate effectively
- Team building
- Motivation
- Dealing with stress
- Communication skills
- Community Planning
- The use and relevance of social marketing in behavioural change
- Emergency planning
- Planning effective interventions - evidence and evaluation
- Cultural Diversity in the workplace
- Dealing with the media
- Future career development opportunities
- Getting your ideal job - creating the best impression
16 From the 3 areas/topics you identified in question 15, please further expand on these answers

1

2

3

17 Thinking back over the last 12 – 18 months, have you attended any unique or distinctive training courses that you feel were of value and that you would recommend to others? Please state the name of the course/s, training provider/s and give a brief description of the course/s.
Section D: Personal Details

Please note all information will be treated in strictest confidence. However it will be helpful to have some personal information for the purposes of analysis.

18. Which group do you work within? Please ✓

BCC ☐ EGEHC ☐ NGS ☐ SGEHC ☐ WGEHS ☐

19. Please ✓ which of the following best describes your current role(s)?

Director ☐
EH Manager ☐
Lead Officer ☐
Principal EHO ☐
Senior EHO ☐
EHO ☐
Technical staff, (including secondments or fixed term appointments): Licensing ☐
Dog warden ☐
Pest Control ☐
Investing for Health ☐
Nutrition ☐
Diet ☐
Community Development ☐
Other (Please Specify) ☐

20. Please ✓ the core area of environmental health you currently work in?

Food Safety ☐
Health and Safety at Work ☐
Consumer Protection ☐
Public Health and Housing ☐
Environmental Protection ☐
Health Development ☐
Pest Control ☐
Dog Control ☐
Licensing ☐
Emergency Planning ☐
Other (Please Specify) ☐
CEHOG, CIEH NI and UUJ would like to take this opportunity to say **Thank You** for taking the time to complete this questionnaire. Your co-operation is greatly appreciated.

All completed questionnaires can be returned by

Post to:-

**CIEH NI**  
123 York Street  
BELFAST  
BT15 1AB

By fax to;

**028 90233328**

Or scanned and emailed to;

**ciehnorthernireland@cieh.org**