

**Civilian Human Resources Office
Annual Training Needs Survey Fiscal Year 2021**

Activity Name: _____

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)

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-21. Civilian Human Resources Office may use the information for planning and scheduling of FY-21 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	
Training Priority 1, 2, 3	List Course Title
MANAGEMENT/SUPERVISION	
	Decision Making
	Strategic Planning
	Achieving Maximum Productivity
	Supporting Professional Growth in Organization
	Supervising Employee Performance
	Fostering Accountability, Adaptability, and Resilience
	Managing Diversity in the Workplace

**Civilian Human Resources Office
Annual Training Needs Survey Fiscal Year 2021**

Activity Name: _____

Complete and return to CHRO	
Training Priority 1, 2, 3	List Course Title
	Myers-Briggs Training
	Mentoring
	Effective Planning and Goal Setting
	How to Get Full Performance Out of Your Employees
	Leading Across the Generations
	Management Power Tools
	Emotional Intelligence for Leaders
	Supervising Multiple Projects and People
	Coaching and Counseling for Increased Performance for Managers and Supervisors
	Conflict Resolution for Managers and Supervisors
	Effective Team Building
	Introduction to Management Analysis
	Introduction to Supervision
	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
	True Colors Leadership Workshop
	Other Training:

**Civilian Human Resources Office, Workforce Development Unit
Annual Training Needs Survey Fiscal Year 2021**

Activity Name: _____

Complete and return to CHRO	
Training Priority 1, 2, 3	List Course Title
QUALITY OF WORKLIFE/ORIENTATION	
	Perfecting your Performance Review
	Managing Multiple Priorities
	Managing Emotions Under Pressure
	How to Remember Just About Anything
	Pre-Retirement Planning (CSRS)
	Pre-Retirement Planning (FERS)
	Relieve Stress Improve Job Performance
	Thrift Savings Plan for Pre-Retirees
	Working Smarter, Not Harder
	Other Training:
BUDGETING/FINANCIAL MANAGEMENT	
	Financials Made Easy
	Federal Budgeting for Non-Budget Personnel
	Introduction to Federal Budgeting
	Navy Working Capital Fund Workshop
	Other Training:

**Civilian Human Resources Office,
Annual Training Needs Survey Fiscal Year 2021**

Activity Name: _____

Complete and return to CHRO	
Training Priority 1, 2, 3	List Course Title
COMMUNICATION SKILLS (Written/Verbal)	
	Generations in the Workforce
	Skillful Listening
	Business Writing & Mistake Free Grammar
	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
	Navy Correspondence Manual and Contemporary Navy Writing
	Technical and Report Writing
	Writing Skills Workshop
	Lead, Don't Manage, There's a Difference
SOFT SKILLS	
	Micro Soft Excel (Beginning/Intermediate/Advanced)
	Micro Soft Word (Beginning/Intermediate/Advanced)
	Micro Soft Power-Point (Beginning/Intermediate/Advanced)
	Micro Soft Access (Beginning/Intermediate/Advanced)
	Other Training:

**Civilian Human Resources Office
Annual Training Needs Survey Fiscal Year 2021**

Activity Name: _____

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

*Thank you for completing this Fiscal Year 2021 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 by **31 Jul 2020**.*

Your comments are encouraged and welcomed: