

Main responsibilities:

- How many employees?
- What is the minimum level of education for employees?
- Roughly, what would be the average length of time that employees have been here?

2.

[illegible]

Questions for Administrators

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3. What are the different educational/training requirements for employment here?

4. What skills do employees need to do their jobs well?

5. What are the qualities or attitudes of your "star" employees?

6. [Handout - "Skills for Success"]

| In terms of the nine Skills for Success, what do you see as the training needs of employees? | | |
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| Skill | Training Needed? | How would employees' job performance be improved? |
| Reading | | |
| Numeracy (Math) | | |
| Writing | | |

Questions for Administrators

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| Digital | | |
| Problem Solving | | |
| Communication | | |
| Collaboration | | |
| Adaptability | | |
| Creativity & Innovation | | |

7. In addition to the essential skills training that you've identified, what other training needs do you see?

8. How would training in those areas improve employee performance of their duties?

Questions for Administrators

9. Are there training programs that would be useful to you in your position?

10. Is there anything you'd like to add?