

# TRAINING NEEDS ASSESSMENT QUESTIONNAIRE

*2020 STAFF TRAINING AND DEVELOPMENT NEEDS SURVEY*

*FOR THE CIVIL SERVANTS IN THE IPA STRUCTURE  
AND THE SECTOR WORKING GROUPS UNDER IPA II*

<i>Republic of Macedonia</i>	<i>E – HUMAN RESOURCE DEVELOPMENT E - 10</i>		
<i>Secretariat for European Affairs Training Centre</i>			
<i>Instrument for Pre-accession Assistance (IPA)</i>	Version: 4	Date: 13.01.2020	Pages: 2 plus an excel file

## STAFF TRAINING AND DEVELOPMENT NEEDS SURVEY – TRAINING NEEDS ASSESSMENT QUESTIONNAIRE –

**Dear Respondent,**

This questionnaire is designed for the purpose of the annual identification of the needs of a portion of the administration of the Republic of Macedonia which is entrusted the task to effectively manage and implement the Instrument for Pre-accession assistance, entailing planning, programming, implementation – including respecting visibility rules, monitoring and evaluation. In particular, Questionnaire is developed for the purpose of identifying need for training and is aimed at capacity building of the national IPA Structure and civil servants in the SWGs under IPA II/III.

The assessment is done in the framework of NIPAC office responsibilities to coordinate the function of training and capacity building of the IPA structure and is specifically prescribed in the NIPAC Manual of Procedures. The Training Needs Assessment (TNA) is a bi-annual exercise usually taking place in the first month of the calendar year. The questionnaire includes questions related to your educational attainment, skills required for executing your job responsibilities, training/s received, training needed, etc., aiming to assist you in your personal and professional development.

The questionnaire is designed and should be filled in English language. We have made an effort to put this version of the TNA in electronic form, in order to make it easier for you to fill it in. The on-line Questionnaire is placed on the following link:

<http://sep.gov.mk/content/?id=56#.Xhxtnv5KiM>

After completing the TNA Questionnaire, please deliver it by e-mail to the address indicated below. Your answers will be treated with confidentiality.

**You will need not more than 30 minutes to complete this questionnaire.**

The results of the assessment will be aggregated and analysed in a report which will be used to design the training plan and the training curricula for the respondents. The aim is to better plan and address the identified needs through variety of tools for capacity building, starting for information sessions, trainings, workshops through to secondments, job support/coaching for projects/programmers implementation.

**DEADLINE: 15.02.2020**

**Contact address:** [prasalnik@sep.gov.mk](mailto:prasalnik@sep.gov.mk)  
SEA Training Center  
Secretariat for European Affairs