

Training Needs Analysis

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2F14	23/06/2017	V5	23/06/2017

The MLS training programme you have selected provides you with the opportunity to work with our specialist Executive Training team and highly experienced trainers to produce a bespoke training solution aligned to your organisational goals and culture. This Training Needs Analysis questionnaire will help us to identify the precise areas where training is required and help us to ensure that the content, methods and learning outcomes of your programme of tuition meet both your personal expectations and professional needs. To this end, we would be grateful if you could complete this questionnaire and return it to us no later than one week prior to the scheduled commencement of your course.

Name:		Course:	
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Focus of Programme

Please indicate which of the following best describes your training needs:

<input type="checkbox"/>	a) English Language
<input type="checkbox"/>	b) International Business Communications
<input type="checkbox"/>	c) Vocational Language Courses (Career-relevant English)
<input type="checkbox"/>	d) English plus Specialised Subject Study

PART A

In PART A, we ask you to tell us about your previous English language studies.

1a) What is the highest level of English at which you have studied in the past?

<input type="checkbox"/>	No previous study	<input type="checkbox"/>	Pre-Intermediate	<input type="checkbox"/>	Pre-Advanced		
<input type="checkbox"/>	Beginner	<input type="checkbox"/>	Intermediate	<input type="checkbox"/>	Advanced		
<input type="checkbox"/>	Elementary	<input type="checkbox"/>	Upper-Intermediate	<input type="checkbox"/>	Proficiency		
<input type="checkbox"/>	1b) Have you completed a course at this level?			<input type="checkbox"/>	Y	<input type="checkbox"/>	N

2) Which English language books have you previously studied? At which level?

TITLE	LEVEL
Headway	
Cutting Edge	
English File	
Inside Out	
Other	

<input type="checkbox"/>	3a) Have you taken any international exams in English?	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
<input type="checkbox"/>	3b) If yes, which?	<input type="checkbox"/>	3c) Result or grade		

<input type="checkbox"/>	4a) Have you studied at MLS International College before?	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
<input type="checkbox"/>	4b) If yes, when?				

MLS International College
Westover Chambers, Hinton Road
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PART B

In PART B, we ask you to consider and evaluate your current proficiency in the English language. How would you describe your current level of English? In the following table, please circle an appropriate grade.

What is your current English language ability in the following areas:

		BEGINNER					ADVANCED		
Language Skills	Reading	1	2	3	4	5	6	7	
	Writing	1	2	3	4	5	6	7	
	Listening	1	2	3	4	5	6	7	
	Speaking	1	2	3	4	5	6	7	
Language Systems	Grammar	1	2	3	4	5	6	7	
	Vocabulary	1	2	3	4	5	6	7	
	Pronunciation	1	2	3	4	5	6	7	

PART C

In PART C, we ask you to consider your daily personal and professional use of English.

1) Which of the language skills in Part B is/are the most important for you in your daily use of English? Why?

2) How much do you use English in the ordinary course of your work day?

	Every day		Frequently		Often		Quite often		Sometimes		Rarely		Never
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3) Who do you most frequently communicate with in English? Please specific, e.g. colleagues, clients, friends, family, general public, etc. Are your communications with native speakers or non-native speakers of English?

4) When you use your English, what do you use your English for? For example:

4a) If you read texts in English, what kind of texts do you read? Please specific, e.g. reports, articles, letters, emails, faxes, catalogues, etc.

4b) If you write in English, what kind of texts do you produce? Please specific, e.g. letters, emails, faxes, reports, summaries, notes, memos, etc.

4c) If you listen to communications in English, how would you describe the context in which the listening takes places e.g. professional or social, formal or informal, speeches, lectures, presentations, etc.? Please specify. Is it necessary for you to take notes (in English or in your own language) as you listen?

4d) If you speak in English, how would you describe the context in which you converse, e.g. professional social, formal, informal, speeches, lectures, presentations, etc.? Please specify.

PART D

In PART D, we ask you to give us more information about your training requirements. Please write your specific requirements in the space below.

Please continue on a separate sheet of paper if required.

PART E

In PART E, we ask you to inform us of any other important details that may help us more specifically tailor your programme to match your precise personal and professional needs and expectations. Such details might include information on the following and more:

- your own and your company’s principal reasons for choosing this course;
- the learning outcomes you hope to achieve;
- how you would like your progress to be assessed at the end of your training programme, etc.

Please continue on a separate sheet of paper if required.

The details with which you provide us regarding your language training requirements enable us to more fully prepare a programme uniquely suited to your needs. Should you require any further information regarding any aspect of our executive service, our Administration team will be happy to answer any questions you may have.

We thank you for taking the time to complete this questionnaire.