**Annual Agency Training Report**

Upon completion of this questionnaire, please e-mail the document to the Training Officer Liaison resource account at [RA-hrdtoliaison@pa.gov](mailto:RA-hrdtoliaison@pa.gov).

1. In your agency, how many employees are dedicated full-time to training and development activities?

1. How many employees are assigned part-time training and development duties?

(Part-time trainers devote a portion of their job duties to employee training and development.)

3. Of the training that is being provided for employees of your agency, please check off each type that was utilized:

Compliance training (employee or supervisor mandated)

Leadership and supervisor training (non-mandated)

Desktop training (ex. Microsoft Word, Outlook, PowerPoint)

Information Technology training (not desktop applications, but other IT languages and or functions)

SAP transaction training

Job or program specific skills (investigator training, road inspector training)

Professional licensure training (to maintain credits for licensing)

Non-supervisory interpersonal skills (how to manage stress, how to improve communications)

Other (please list below)

4. Please share agency training accomplishments for FY \_\_\_\_\_\_\_\_. (Provide a bulleted list comparison to your training plan goals from the previous year.)

5. Please provide a list of all out-service-training attended by your agency staff if it is not currently being recorded in LSO. (Include course title.)

6. Did your agency conduct a training needs assessment during FY \_\_\_\_\_\_\_? If so, please provide a brief synopsis of the data collected and future implications.

7. List intended goals or training initiatives for FY \_\_\_\_\_\_\_\_\_ that were unable to be accomplished.

8. In what ways can OA support you in your role as a Training Officer?