

# Personal Development Training: Exploring your Options.

## Pre-Training Evaluation Sheet

### 1. Bio-Data:

Please tick the appropriate boxes below

i. Male  Female

ii. Age Bracket

Less than 25yrs  25-40yrs  40-60yrs

### 2. Employment History:

i. Please indicate which of these sectors you have worked in before

Description	Tick all applicable options
Private Sector	
Public Sector	
Voluntary Sector	
Others: Please specify	

ii. Please indicate which industry you last worked for or presently worked in

Description	Tick one
Local Authority	
Manufacturing	
Retail Operations and Retail Management	
Education	
Health and Care	
Leisure and Entertainment	
Computing and IT Industry	
Social services	
Aviation	
Engineering	
Science and technology	
Distribution and Logistics	
Others, please specify:	

iii. What is your longest length of employment with an employer

1-3 years  4-7yrs  8-12yrs  12 yrs +

iv. How many times have you changed jobs in the last 5 years

None  once  Twice  Thrice

### 3. Personal Development, Career Planning and Job Seeking

Please answer by ticking the appropriate boxes

Description	Option	
	YES	NO
Have you attended a personal development programme before?		
Are you aware of your learning style?		
Have you written a CV before?		
Have you written a personal profile before?		
Have you done a lifeline exercise before?		
Have you done a job profiling and skills matching assessment before?		
Have you used a self diagnostic tool before?		
Are you a member of any business network (including online networks)?		
Are you a member of a professional body or network?		
Have you attended any recruitment fair in the last 6 months?		
Have you had any job/interview coaching before?		

### 4. Attitude towards Career/Job Options

Please indicate your feeling about your career/job prospectus at the moment using the positive/negative scale below. Mark where you are on the scale.

Positive	Negative
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Please email or post your Pre-training Evaluation Sheet back to KJ Consulting Services.

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