

Training and Sustainability Program Needs Assessment Survey

PURPOSE

The information you provide in this survey will help determine which topics are most useful for the next three years of the Training and Sustainability Program. Topics that were covered in Year One include: School Facility Master Planning (workshop) and Indoor Environmental Quality improvement strategies (manual). These can be viewed at <http://hhfplanners.com> – along with background information on the ABCs initiative.

Three topics are considered to be a general need and will be developed and delivered to all territories:
 1. Organizational Sustainability assessment; 2. HVAC primer; 3. Grounds Maintenance primer. An Enterprise Asset Management System (EAMS) is also being created, which will contribute to organizational sustainability goals, but creation and associated training is being pursued as a separate initiative and, therefore, is not included in this survey.

Your feedback is requested to identify additional topics to be covered by the ongoing Training and Sustainability Program. Every effort will be made to protect the confidentiality of your responses. **Thank you for participating in this survey!**

QUESTIONS

TOPIC 1: ORGANIZATIONAL SUSTAINABILITY

Organizational sustainability is the ability for an organization to sustain enduring business processes, institutional policies and practices, and historical knowledge. Organizational sustainability provides institutional continuity that extends beyond individuals so that as people come and go from an organization it continues to thrive through established processes and sound resource management.

Please rank the importance of each of the following proposed “Organizational Sustainability” topics where 1 is the most important and 4 is the least important. Additional space has been provided for you to add any missing topics (please adjust the numbering as needed):

Proposed Topic	Rank 1-4 where 1 is Most Important*
Staffing/Administration Best Practices	<input type="checkbox"/>
Asset Management: Lifecycle Cost Analysis	<input type="checkbox"/>
Asset Management: Maintenance and Capital Renewal Budgeting	<input type="checkbox"/>
Asset Management: Benchmarking/metrics	<input type="checkbox"/>
Other:	<input type="checkbox"/>
Other:	<input type="checkbox"/>

*Or 1 through 5/6 if you add a topic in the “Other” columns

A. What are your main Organizational Sustainability concerns?

A.

B. What is the best method to convey the topics above? For example: training class, report, workshop, field-guide pocket manual, presentation, and/or reference guidebook etc.

B.

TOPIC 2: TECHNICAL SKILLS

Which technical skills are the most needed? Please rank the following topics according to usefulness where 1 is the most useful and 7 is the least useful. Additional space has been provided for you to add any missing topics (please adjust the numbering as needed):

TECHNICAL SKILLS: JOB SITE

Proposed Topic	Rank 1-5 where 1 is Most Useful*
Jobsite Safety Training	<input type="checkbox"/>
Structural repairs training	<input type="checkbox"/>
Concrete forming	<input type="checkbox"/>
Construction Best Practices	<input type="checkbox"/>
Tradesman Apprenticeship Program	<input type="checkbox"/>
Other:	<input type="checkbox"/>
Other:	<input type="checkbox"/>

*Or 1 through 6/7 if you add a topic in the "Other" columns

Insular ABCs - Phase 3

Please rank the following topics according to usefulness where 1 is the most useful and 4 is the least useful. Additional space has been provided for you to add any missing topics (please adjust the numbering as needed):

TECHNICAL SKILLS: MANAGEMENT

Proposed Topic	Rank 1-4 where 1 is Most Useful*
Cost Estimating	<input type="checkbox"/>
Building Code	<input type="checkbox"/>
Scope Writing	<input type="checkbox"/>
NEPA (National Environmental Policy Act)	<input type="checkbox"/>
Other:	<input type="checkbox"/>
Other:	<input type="checkbox"/>

*Or 1 through 5/6 if you add a topic in the "Other" columns

A. What are your main concerns with fieldwork and office technical skills?

A.

B. What is the best method to convey the topics above? For example: training class, report, workshop, field-guide pocket manual, presentation, and/or reference guidebook etc.

B.

TOPIC 3: PLANNING AND DESIGN

Two topics have already been provided as part of the Training and Sustainability Program: 1. *Facility Master Planning* and 2. *Indoor Environmental Quality*. What other Planning and Design related topics would be useful? (Example topics: sustainable design principles, stormwater management plan, etc.)

TOPIC RANKING

Now that you have had a chance to think about the different topics, please rank the topic themes in order of importance from 1-3 with 1 being the most important and 3 being the least important:

Topic	Rank 1 through 3
Organizational Sustainability	
Technical Skills	
Planning and Design	

COMMENTS

Please provide any other feedback regarding what topics you would like to see covered, how you prefer them to be presented, and when the training would be needed:

Thank you again for taking the time to contribute to this effort!