**Training needs analysis for service user representative/project advisor**

The  insert name of organisation  would like to identify any training needs you may require. Once we have this information, we will be in a stronger position to offer suitable support, if needed.

**Your name**

**Relevant work experience (voluntary or paid)**

**Training already attended**

**Current training needs**

Please indicate by ticking the relevant boxes how you rate your skill level.

1 = no skills

2 = some skills

3 = reasonable skills

4 = quite skilled

5 = very skilled

**General skills**

Communication skills

(eg listening skills, getting your point of view across in discussions, etc)

Skill level

no skills 1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]  very skilled

Being confident and assertive

Skill level

no skills 1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]  very skilled

Presentation skills (eg speaking in public, delivering presentations)

Skill level

no skills 1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]  very skilled

Committee skills (eg preparing for meetings, dealing with agendas and minutes)

Skill level

no skills 1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]  very skilled

**Computer skills**

Everyday computer skills (eg using Windows, organising computer files)

Skill level

no skills 1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]  very skilled

Using the internet and email

Skill level

no skills 1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]  very skilled

Using Microsoft programmes (eg Word and Excel)

Skill level

no skills 1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]  very skilled

Are there any specific programmes or computing skills that you feel you would like to receive more training in?

**Knowledge of** ***insert name of organisation*  and mental health research**

When answering these questions, please use the following scale:

1 = no knowledge

2 = some knowledge

3 = enough knowledge to get by

4 = quite knowledgeable

5 = very knowledgeable

Knowledge of the *insert name of organisation*  and what it does

no skills 1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]  very knowledgeable

Knowledge of what is happening in mental health research

no skills 1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]  very knowledgeable

Knowledge of how to find out what is happening in mental health research

(eg knowledge of useful websites and databases)

no skills 1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]  very knowledgeable

Knowledge of different kinds of research (eg qualitative and quantitative)

no skills 1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]  very knowledgeable

Knowledge of how to peer review mental health research study documents

(eg reviewing a study protocol or patient information sheet)

no skills 1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]  very knowledgeable

Knowledge of the UK research environment

(eg knowledge of how research is carried out in the NHS and in universities)

no skills 1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]  very knowledgeable

Can you tell us if you have any preference about the format of training events? Would you prefer face-to-face training courses, or would courses online via a computer be okay?

Can you tell us if you have any preference about where training events are held? Would you be willing to attend training events if held in another part of the country?

Anything else to say? Please use this space if there is anything else you would like to say about your training needs that you have not already put on the form.

Thank you for filling in this form.

Please return it to:

insert details