

## Training needs analysis CD-rom

This CD-rom is intended to making DCT survey. You will need Microsoft Excel to use it. Please put the cd-rom into cd drive and follow the instructions. Once the program is installed open it from the All Program menu.

**IMPORTANT! :** Before you can use this program you have to enable macros and links.

**FORMS PAGE:** Click on your country's name to get open the form. Print the form and give it to the respondents. Once the forms have been returned open the program and go to the "CALCULATE NEW DATA"

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## CALCULATOR

Enter your answers to a form calculator just by clicking the left mouse button. Once you've entered all the information click on the button "ADD". Calculator counter is cleared and you can enter a new form

**HOME** | **2. PRINT FORMS** | **3. CALCULATOR** | **4. RESULTS** | 4b) WRITTEN DATA | 4c) Contact information

OPEN FILE | 1 | 2 | 3 | Page Up

**DCT Training Needs Analysis**

**CALCULATOR** | FORMS CALCULATED **0** | DELETE CALCULATED MEMORY | RESET THIS FORM

**A) Psychology and interaction**

*Developmental psychology*  
Please evaluate your own skills concerning the following tasks:

	1	2	3	4
1. Knowing the developmental phases of children				
2. Using psychological knowledge in the work		1		
3. Observing psychological needs of children			1	
4. Supporting educational development of children		1		

*Skills of interaction*  
Please evaluate your own skills concerning the following tasks:  
Poor Moderate Good Excellent

	1	2	3	4
5. Listening			1	
6. Speaking		1		
7. Conversation	1			
8. Verbal expression		1		
9. Situational awareness			1	
10. Do you need further training concerning psychology and interaction?		1		

11. My opinions of psychological and interaction skills:..... Islssakak

ADD

When the last form is fed go to the result page by clicking "4.RESULTS"

**RESULTS:** In the Results page you can see the average of all issues, breakdown of responses, and how many forms are calculated

**HOME** | **2. PRINT FORMS** | **3. CALCULATOR** | **4. RESULTS** | 4b) WRITTEN DATA | 4c) Contact information

OPEN FILE | 1 | 2 | 3 | Page Up

**DCT Training Needs Analysis**

**RESULTS** | **DCT Forum** | **Leonardo da Vinci** | Education and Culture | DELETE ALL DATA

**A) Psychology and interaction**

*Developmental psychology*  
Please evaluate your own skills concerning the following tasks:

	1	2	3	4	Average
1. Knowing the developmental phases of children	1			1	2,67
2. Using psychological knowledge in the work		2	1		2,33
3. Observing psychological needs of children		1	2		2,67
4. Supporting educational development of children		1	1	1	3,00

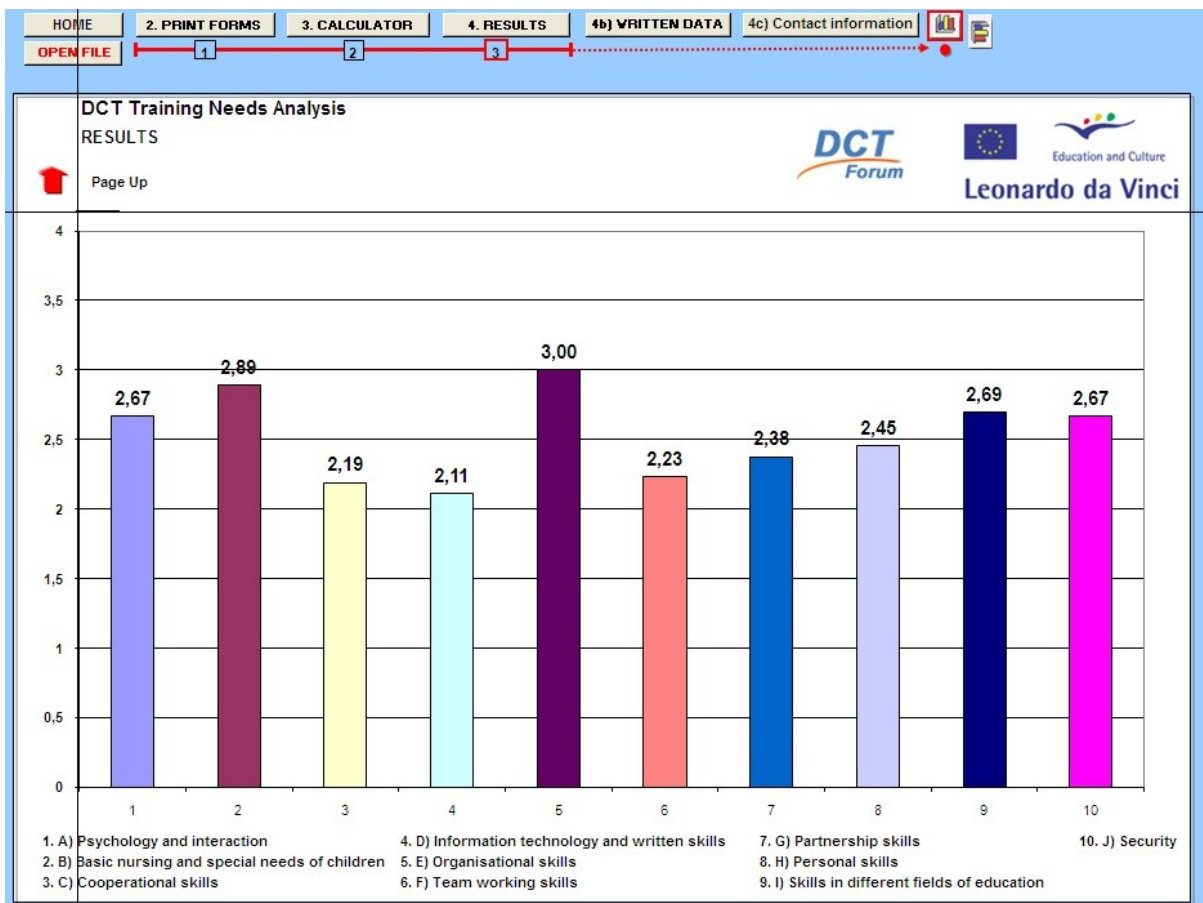
*Skills of interaction*  
Please evaluate your own skills concerning the following tasks:  
Poor Moderate Good Excellent

	1	2	3	4	Average
5. Listening	1	1	1		2,00
6. Speaking		3			2,00
7. Conversation	1		2		2,33
8. Verbal expression		3			2,00
9. Situational awareness	1		2		2,33
10. Do you need further training concerning psychology and interaction?		3			

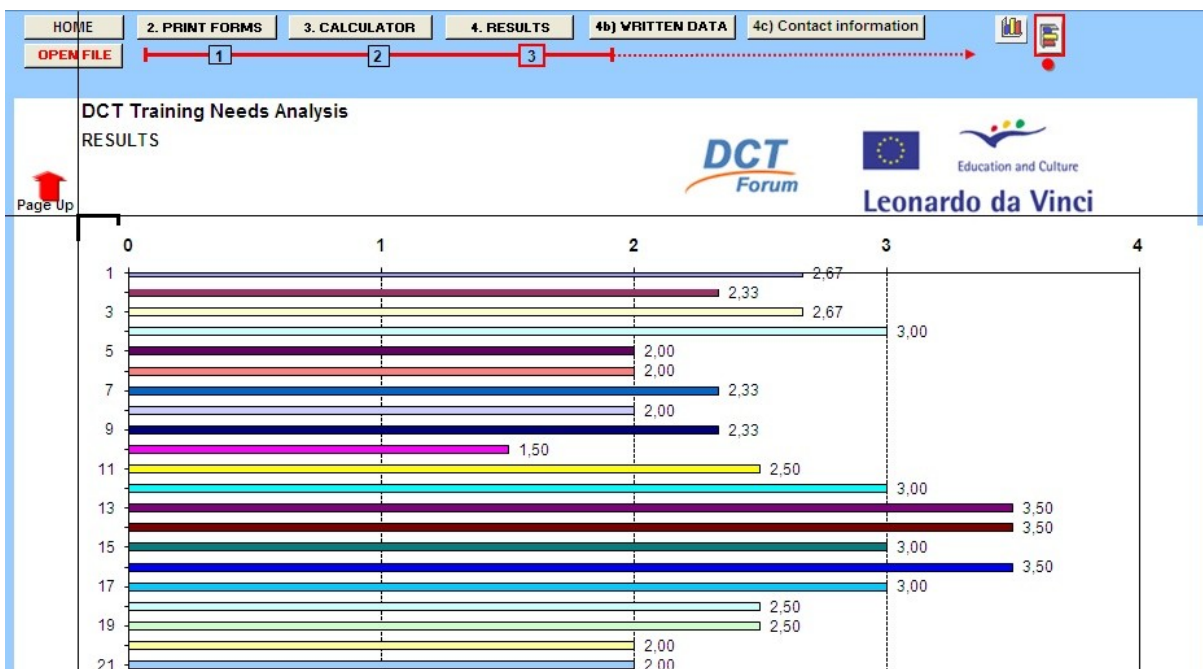
11. Do you need further training concerning psychology and interaction? ..... [follow this link to look written data...](#)

All results can be see in graphic mode. Klick graphic buttons

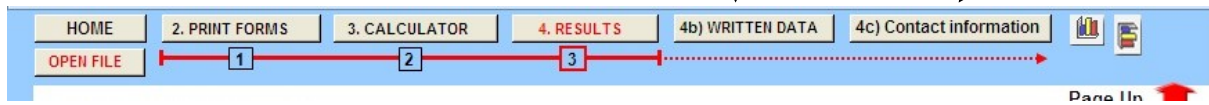
## Average graphics of all Themes



## Average graphics of all issues.



Written data can be found just by clicking buttons 4b)WRITTEN DATA and 4c)Contact information



You do not need to enter information at one time. Query can be saved by clicking the Excel-tool save. At the end, remember to save your survey with a new name ( Excel tool, save as ).