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| LOCAL COMMISSIONERS MEMORANDUM |  
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Transmittal No: 91 LCM-104

Date: May 30, 1991

Division: Administration

TO: Local District Commissioners

SUBJECT: 1992-93 Needs Assessment Survey

ATTACHMENTS: Local District Report of Training Needs Survey 1992-1993  
(Not Available On-Line)

Each year, the Office of Human Resource Development conducts a statewide training needs assessment to determine the contract training needs of local district staff. The information obtained from the process is used to develop the Department's Training Request for Proposals to provide the training needed in the coming year. As in the past, the survey instrument contains three sections: Section I, an assessment of current training, Section II, an assessment of programs identified as needs last year but not funded, and Section III, an assessment of new training needs.

This year's survey is being forwarded to your district on a floppy disk as well as a hard copy. Those districts with IBM-compatible equipment will be able to supply much of the needs assessment information in a format which will help us to analyze and report the data much more quickly. Only the hard copy is attached to this LCM. The floppy disk and complete instructions are being sent under separate cover directly to your staff development coordinator.

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As in the past, the Office of Human Resource Development will conduct regional meetings with local staff developers to review regional issues and consolidate training needs through a process of exchange and discussion. This year, we will be inviting program staff to the regional meetings to provide us with a forum of open communication regarding the development of next year's training priorities. It will also give staff developers an opportunity to provide feedback and suggest changes that may be needed to enhance existing training. The meetings will be held in late June. Your regional staff development coordinator will contact your local staff development coordinator to schedule the meeting.

If you have any questions about the documents, completion dates or regional meetings, please contact Leonard Belanger at 518-474-8564.

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Nelson M. Weinstock  
Deputy Commissioner for Administration