

APPENDIX B

SUPERVISORS SURVEY QUESTIONNAIRE

INDOT Technical Training Supervisor Survey

Introduction

This survey is part of a Joint Transportation Research Program study to assist the development of an INDOT Technical Training Plan.

The study surveys the technical training needs of employees in designated positions in the Operations Division, Engineering Services and Design Support Division, District Operations and Capital Program Management Division. The study also examines the technical training offered by "in-house" and external providers and identifies other technical resources that could be used by INDOT to help meet those needs.

A list of jobs titles for technical positions are available by organizational unit within each of the four divisions on the following drop down list -- prepared from the current organization charts.

Instructions

There are two sections to this survey:

Section 1 is to identify the technical training needs of the employees in designated Position Titles in your organizational unit and the name and dates of the "in-house" technical training conducted between July 1, 2009-December 31, 2010 that you believe helped to meet these needs.

Section 2 is to identify, for these same employees in the same designated Position Titles, "in-house" technical training other than that listed in Section 1 conducted the same period.

Notes

For the purpose of this survey, technical training is defined as that which provides the specialized knowledge needed for an employee to improve his/her skill and ability to perform the duties/responsibilities of a technical position in your unit. "In-house" technical training is group training that did not require the submittal of the "Do Not Buy - Employee

Development Expenditures" form to Employee Development. The trainer may have been from your organizational unit or another within INDOT, but if the trainer was from outside INDOT (e.g., a professional or industry organization), he/she provided this service without cost to INDOT.

Thank you for your time and assistance in responding to this survey.

Any questions should be directed to Dr. Lynn Corson at lynn.a.corson@gmail.com.

Survey completion has been extended to Friday, April 29.

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Please enter the following:

Your Division:

Your Organizational Unit:

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Section 1- Primary Training

Enter position title of employee using the list from the [link](#):

Instructions:

In **A**, list in priority order of the top five technical training needs of each designated position in your organizational unit.
In **B**, if these needs (A.) have been met by "in-house" training already offered, check the appropriate box.
In **C**, for each "need" where you checked '**Yes**', enter the name and date of the 'in-house' training which met that need and the name of the trainer and/or his/her organization.

Example:

The technical training need might be identified as "knowledge of crash barriers" and the name of the corresponding training could be "attenuator training."

A	B	C		
Technical Training Needs (priority order)			Yes	No
Name			Date	
Trainer/Org				

1



2



3



4



5



Section 2 - Secondary Training

If there was other "in-house" technical training for your employees than that listed in Section 1 during the same period, enter the name/date of the training (if not, leave blank).

Name	Date	Add another position title?
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No