



Learning Surveys

Better understand team training priorities and learner interests

The more relevant courses are to your learners, the more likely they are to engage with your learning program. A **learning survey** allows you to gain valuable insight into the training options that are important to your organization and your workforce.



Download our toolkit for more resources to help you create and promote your learning survey, including sample questions and communication templates.

How to conduct a learning survey

1

Create the survey

The questions you include in a learning survey depend on your audience. Leadership surveys ask managers about training needs for their specific teams, while employee surveys seek to identify trends in learner preferences and interests across your workforce.

2

Distribute the survey

Typically, learning surveys are conducted using an online survey tool (Google Forms, Survey Monkey, etc.). If you don't have a survey tool, you can also ask for responses via email or use the survey questions to guide employee focus group discussions (either in person or virtually).

3

Analyze learner feedback

Aim to get participation from all levels, divisions, locations, etc. within your organization before closing the survey to ensure the results reflect your learners' diverse viewpoints. Then review the results and identify the top three to five trends you can address through your elearning program.

4

Curate content

Share the results with your OpenSesame Customer Success Manager so they can help you map learner feedback to the best-fit courses in our catalog. You can also use Smart Lists to obtain instant course recommendations tailored to your organization.

5

Deploy training

Now you're ready to report back to your team about how you used their feedback to refresh your course offering. For best results, conduct a learning survey shortly after launching your elearning program, then again on an annual or semi-annual basis to ensure learning stays aligned with team initiatives and learner interests.

Learning survey invite templates

Leadership learning survey invite

Subject: [Survey] What training does your team need? | Responses due [date]

Hi [name],

In addition to the training offerings that support our organization's values and wider initiatives, [company name] wants to learn more about any learning needs specific to your team or department.

**Click the link below to share your thoughts via a short survey by [date]:
[insert link]**

We will use feedback from this survey to identify areas where our elearning program can further support [company name] training needs. You and your team will also receive a separate survey about your personal learning preferences and interests.

If you have any questions, please contact [name] at [phone number] or [email].

Employee learning survey invite

Subject: [Survey] What training do you want? | Responses due [date]

Hi [name],

As part of our efforts to create a culture of learning and support your learning goals, [company name] wants to know how we can support you.

Click the link below to let us know what you'd like to learn more about in this short survey by [date]: [insert link]

Thank you for sharing your feedback. If you have any questions, please contact [name] at [phone number] or [email].

Sample learning survey questions

Leadership learning survey

The goal of a leadership learning survey is to collect input from managers and other leaders on training needs specific to their team or department.

Below are some sample questions to include in your leadership learning survey:

Category: Team dynamics

- What dynamics currently exist on your team that can be addressed with elearning courses?
 - Ex: New manager on the team, trust, communication, conflict management, teamwork, etc.

Category: Skills gaps

- What necessary skills are employees not performing at the desired level?
 - Ex: Technical skills, change and resilience, customer service, decision making, collaboration, etc.
- What skills need to keep pace with expected future needs?
- What industry trends do your employees need to stay current on?

Category: Certifications

- What current certifications need to be maintained?
- What new certifications do employees need or want to obtain?

Category: Organizational objectives

- What compliance topics are required to provide training on?
 - Ex: Harassment, safety, information security, data privacy, etc.
- What software or tools do all employees need to learn or stay current on?
- What organizational initiatives can be supported using training?
 - Ex: Agile methodology, digital transformation, virtual collaboration, etc.

Category: Diversity, equity and inclusion (DE&I)

- What topics should be prioritized to achieve DE&I goals?

Employee learning survey

The goal of a employee learning survey is to identify trends in learner preferences, styles and interests.

Below are some sample questions you can include in your employee learning survey:

Category: Business skills

- What g areas do you want to t improve or focus on for your personal development?
 - Ex: Leadership, time management, communication, project management, innovation, wellness, stress management, work/life balance, other.

Category: Technology

- What tools or systems do you want more training on?
 - Ex: Microsoft Office, Cisco, Google Suite, Salesforce, other.

Category: Industry Specific

- Are there any areas of our business or industry that you want more training on?

Category: Certifications

- What certifications do you want to obtain or keep current?
 - Ex: PMI, SHRM, HRCI, NASBA, CompTIA, CISSP, Microsoft, other.

Category: General

- Please provide further detail if you answered “other” to needed training for Business Skills, Technology, Industry Specific, or Certifications.

Learning survey follow up templates

Leadership learning survey follow up

Subject: We heard you! Online training recommendations for your team

Thank you for sharing your feedback about your team's training needs in our recent survey. Based on responses, we identified the following learning competency areas as priorities:

- [competency 1 (*ex: collaboration*)]
- [competency 2 (*ex: data privacy*)]
- [competency 3 (*ex: Microsoft Office*)]

We identified the following elearning courses from our online training catalog to help address these training needs:

- [course 1 (*hyperlink to course in LMS*)]
- [course 2 (*hyperlink to course in LMS*)]
- [course 3 (*hyperlink to course in LMS*)]

Don't see what you're looking for? You can search for other related courses in our learning management system by [insert instructions] or contact [name] to discuss your team's training needs in more detail.

Thank you for your leadership and support of our training program. If you have any questions, please contact [name] at [phone number] or [email].

Employee learning survey follow up

Subject: We heard you! New elearning courses now available

Thank you for sharing your feedback about what you'd like to learn more about. We reviewed all of the responses and identified these as the topics our team would like more training on:

- [competency 1 (*ex: collaboration*)]
- [competency 2 (*ex: data privacy*)]
- [competency 3 (*ex: Microsoft Office*)]

We identified the following elearning courses from our online training catalog to help address these training needs:

- [course 1 (*hyperlink to course in LMS*)]
- [course 2 (*hyperlink to course in LMS*)]
- [course 3 (*hyperlink to course in LMS*)]

These courses are now available in our learning management system. *[Insert instructions or*

information about how to access the LMS.]

We hope you find these courses helpful. If you have any questions or additional feedback, please contact [name] at [phone number] or [email].