

# 1

## QUESTIONNAIRE ADMINISTRATION INSTRUCTIONS

(FOR TRAINER)

### STEP ONE

Please distribute the Pre Eliemental Training Questionnaire in the beginning of the first session of training among your trainees. You may help them to complete the questionnaire. Once they complete the questionnaire then help them to calculate their scores and discuss the score with them. The trainer must keep a RECORD of the score of each trainee to use it at the end of the training programme for pre and post training comparison. A table for recording scores is included in the resource pack.

### STEP TWO

Please distribute the Post Eliemental Training Questionnaire near the end (30 minutes) of the last session of training among your trainees. You may help them to complete the questionnaire. Once they complete the questionnaire then help them to calculate their scores and discuss the score with them in comparison of their score in the beginning of the training programme. The table containing pre and post training scores for every trainee should be returned to the Eliemental project team at Lancaster University (c.downs@lancaster.ac.uk)

# ELIEMENTAL PRE-TRAINING QUESTIONNAIRE

# 2

## ENTREPRENEURSHIP & EMPLOYABILITY SKILLS...

Thank you for agreeing to take part in Eliemental

Please read each question carefully and mark X to grade your answer from 0 to 9 (0 being lowest and 9 being highest) that best represent your opinion. It will be helpful for us and you to understand your own belief about your soft skills related to entrepreneurship and employability. This questionnaire does not contain any question with right and wrong answers. All your opinion and answers will be confidential. You will remain anonymous. Your answers will always be used for research publications, technical reporting to Eliemental and will be used solely for your own business and career planning.

To what extent do you consider yourself as having the skills and/or abilities listed below?

COMMUNICATION	0	1	2	3	4	5	6	7	8	9
I can express an idea in written form.										
Listening to another person respectfully										
Communicating to individual: I can express an idea verbally										
Communicating group: I can explain an idea verbally										
I can analyse situations, arrive at conclusion and communicate this to others										
MOTIVATION	0	1	2	3	4	5	6	7	8	9
I want to be known and grow as business person										
I want to learn and grow as a professional										
I communicate optimism and positive energy to my surroundings										
Creativity and openness – I think 'out of the box'										
I am eager to express my own ideas for starting a business										
SELF-BELIEF	0	1	2	3	4	5	6	7	8	9
I am independent and manage myself without close supervision										
I am comfortable to meet and interact with a diversity of people										
I am usually able to convince people to follow my ideas										
I am confident about establishing trust with colleagues, customers and clients										
I manage my time in order to complete my work and assignments										
I have the ability to make decisions for myself										
I can take action to promote my business										

# 2

## ELEMENTAL PRE-TRAINING QUESTIONNAIRE

### ENTREPRENEURSHIP & EMPLOYABILITY SKILLS...

SELF-BELIEF	0	1	2	3	4	5	6	7	8	9
I assume responsibility for my business and professional actions										
I function effectively in stressful situations										
I have self-confidence and believe in my ability to accomplish my tasks in an organization										
DETERMINATION/DRIVE	0	1	2	3	4	5	6	7	8	9
I am achievement- and results- oriented "Getting the work done."										
I am able to function using existing resources: Skills										
I am able to function using existing resources: Network										
Integrity – I am faithful to my values and professional ethics										
I am loyal to my business idea and want to achieve it										
CHANGE BY LEARNING	0	1	2	3	4	5	6	7	8	9
I am ready to accept new assignments as needed										
I am ready to learn from mistakes and willing to receive feedback, including criticism and ready to change my ways if required										
I know how to access relevant information to start business										
I like to learn teamwork and cooperate as a team member										
I like to learn about and analyse business situations and arrive at conclusion										

# ELEMENTAL PRE-TRAINING QUESTIONNAIRE

# 2

## ABOUT YOUR EXISTING SKILLS AND RESOURCES...

Please think about your existing skills....

### Your Hard Skills

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### Your Soft Skills

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Please think about your existing network....

### Your Professional/Work Network

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### Your Social Network

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I have this idea/s for starting my business and am willing to write 200 words about it:

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# 3

## ELEMENTAL PRE-TRAINING QUESTIONNAIRE

### SCORING SHEET...

Scoring instructions: The five columns below represent the five soft skill clusters appearing in this questionnaire. For each questionnaire item, transfer the rating you gave (0-9) to the appropriate item number in the table. Afterwards, sum up the total for each column and divide it by the number of its items (5 or 10). The average score for each column will be your score for that skill cluster.

Communication	Motivation	Self-Belief	Determination/ Drive	Change by Learning
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
		6		
		7		
		8		
		9		
		10		
Total :	Total :	Total:	Total:	Total:
Divided by 5:	Divided by 5:	Divided by 10:	Divided by 5:	Divided by 5:

Scoring key: These five skills clusters are important because they have been identified by entrepreneurs and employers as particularly desirable for success. This questionnaire will help you identify those clusters in which your skills are stronger and those in which your skills are not as strong. It is usually helpful to keep developing your strong skills and look for opportunities to develop some of those skills that you have rated as less developed. Please keep in mind that you don't need high score in all of these skills to be successful entrepreneur and/or get a decent job.

#### Average Cluster Score:

6.6 – 9.0 - High – This represents a high level of skills in this cluster, a level that will help you integrate successfully in the business world and/or labour market.
4.6 – 6.5 Moderate – This represents a moderate level of skills in this cluster. This level is usually high enough to start a business and/or find good jobs, but developing some of these strengths could benefit you in the long run.
0.0 – 4.5 Low – This represents a lower level of skills in this cluster. You can still start business and/or find a job, of course, but it may not be as satisfying as you prefer. Developing some of the skills you think can be improved will give you more options in the business world and/or job market.

# TRAINING SESSION FEEDBACK FORM

# 4

## HOW WAS YOUR TRAINING SESSION?

HOW WOULD YOU RATE THE TRAINING SESSION (0 BEING LOWEST AND 9 BEING HIGHEST)?	0	1	2	3	4	5	6	7	8	9
Structure of workshop										
Clarity										
Interaction/Involvement										
Coordination										
Learning from the workshop?										
Do you think it will help you in your professional development?										
Do you think it will help you in your personal development?										
How effective was the workshop overall?										
How effective were the exercises?										

	YES	NO
Did you enjoy doing the exercises?		
Did you participate in the exercises?		
Did you find the training session useful?		