

ETP TRAINING NEEDS ASSESSMENT

COMPANY NAME: _____

Objective of the Training Needs Assessment:

ETP funded training is aimed at retraining workers in companies facing out-of-state competition in the skills necessary to compete in today's high-tech economy. ETP wants to ensure that the training is justified by the company's need to train its employees to remain competitive. ETP is committed to making sure that the Training provided is customized to the needs of the business and its employees.

This form is designed to conduct a Training Needs Assessment of the company and its employees to understand the current business drivers, reasons for implementing new technology and the resulting need to train employees in new technology. Your feedback is critical to developing a curriculum that meets your needs and one that will enable us to train your employees to become immediately productive in your environment. Please take a few minutes to answer the questions below. If you would like to provide detailed answers to any question, attach extra pages at the end of the form.

Detailed Subject Requirements

Keeping your business goals in mind, please identify the subject areas in which your employees need to be trained. Your answers will help us customize the curriculum to directly meet your needs.

Subject Area	Yes	No
Installation, configuration and administration of Windows 2003 server		
Installing and configuring Active Directory Services		
Managing user accounts using active directory		
Managing desktop environments and software by using group policy.		
Installing and configuring Terminal Services for remote access.		
Configure and support remote access to a network		
Use DHCP to assign and manage IP addresses		
Use WINS to map NetBIOS names to IP addresses		
Configuring RIP and OSPF for IP routing		
Installation, configuration and administration of IIS		
Administering Active Directory Forest and Domain Structures		
Organizing Security Group Strategy, Placing Global Catalog Servers and Preparing Organizational Unit (OU) Structure		
Backing Up, Restoring, and Maintaining Active Directory		
Allocating Assignment of Global Catalog, Servers, Domain Controllers, and DNS Servers within Active Directory		
Installation and configuration of Exchange 2003 Server		
Outlook installation and configuration		
Internet messaging protocols		
SMTP Configuration		
Public Folder Management and Replication		
Management console (MMC) Snap-ins		

Training Delivery Methods

In our experience delivering high-technology training, the most effective method is a combination of Class Lecture and hands-on lab on the computer. In addition, some employees bring sample problems that they use during the hands-on lab exercises. This enables them to directly apply the skills learned to specific company functions. In addition to these methods, please tell us how you would like us to train your employees:

Signed:

Name and Title

Date