**ORGANISATIONAL READINESS QUESTIONNAIRE**

**Employee Demographics**



1. **How many employees does your organisation have? ---------------**
2. **How many employees, require refresher training? ----------------**
3. **How many employees, require addittional training? ----------------**
4. **What is the education background of these employees?**
**(Please fill in the blanks with an approximate number of employees having the following qualifications)**
5. Post-Graduate                      -------------------------------
Graduate            --------------------------------
Non-Graduate                      -------------------------------
6. **Do a majority of your employees possess basic computer skills (such as keyboarding, using mouse, creating, saving, editing files, etc.)?**

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1. **Do a majority your employees possess basic Internet skills (such as e-mail, chat, list serve, surf, etc.)?**

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1. **Are a majority of your employees able to read and learn, or follow the directions on a computer screen to accomplish a task?**

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1. **Are a majority of your employees willingly using technology (computers) in routine/daily tasks?**

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1. **Did a majority of your employees accept any technological innovation (e.g. start using digital documents instead of hard copies) in routine/daily tasks?**

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**Cultural Readiness**

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1. **Has e-learning ever been introduced in your organisation?**

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1. **Could you give a brief idea of your current mode of training?**

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1. **What shortcomings have you noticed in your current mode of training?**

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1. **Is your organization ready to move beyond a predominant reliance on classroom training to a more balanced approach**
**with e-learning?**

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1. **Does training have top management support?**

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1. **Do you have a mandate for training?**

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1. **How do people in your organization share information? ----------------------**
2. **Do you offer training incentives?**

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1. **How do employees respond to training incentives?**

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1. **How do they handle change and uncertainty?**

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1. **Is training done onsite?**

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1. **Is time allocated for training learners during normal business hours?**

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1. **Do you have a culture in which learners are used to learning independently?**

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1. **How many hours of training time is allocated to each employee per year?**

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1. **Do you have a corporate mission or value statement?**

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1. **Are employees aware of it?**

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**Management**



**Do your high and mid level managers think positively toward the technological interventions in daily/routine tasks?**

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**Is there a mission/vision or formulated policy for e-learning?**

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**Has any change that required the use of technology in daily/routine task been accepted by the majority of high and mid-level managers?**

**Are you willing to upgrade your current infrastructure to facilitate a transition or an upgrade of e-learning**

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**If yes, please specify.**

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**Human Resources**



**What is the level of your organization’s expertise in instructional design/online course design?**

**---------------------------------------------------------------------------------------------**

**Does your department have clear training objectives?**

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**Is your organization prepared to outsource some of its functions and manage them externally?**

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**Technological Aspects**



**Do your employees have access to computers to be able use individually at work?**

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**Do your employees have access to Internet at work?**



**What is the average/standard connection speed of your audience (T1, DSL/Cable, Dial-up)?**

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**What are your target browsers (Internet Explorer, Firefox, Opera)?**

**Internet Explorer**

**Mozilla Firefox**

**Chrome**

**Safari**

**Opera Mini**

**Others**

**Is there someone responsible for implementing hardware and software patches and updates?**

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**Financial Aspects**



**What has been the spend on training for the last 3 years? --------------------------**

**What is the current year’s budget for training? ------------------------------------**

**Would your organisation be willing to pay an extra amount of money to hire an elearning specialist to help with implementation?**

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**Do you foresee a reduction in training costs by implementing e-learning in your organisation?**

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**What are the expected financial benefits of executing the learning initiative?**

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**Any other financial considerations? Please specify.**

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 **Content**



1. **Who is responsible for creating in-house learning content?**

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1. **Do you use a specific method for developing your content**

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1. **Do you have standard competence requirements?**

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1. **Is content generic or is it aligned to business objectives and training needs?**

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1. **Do you have readily available content? -------------------------------------**
2. **Do you have any form of digitized content?**
3. **If yes, state the type(s).**

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Adapted from e-Learning Readiness Questionaire. Retrieved from <http://www.google.com.jm/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=0CCsQFjAA&url=http%3A%2F%2Fxa.yimg.com%2Fkq%2Fgroups%2F4749922%2F1365514441%2Fname%2FE-learning%2BReadiness%2BQuestionnaire.docx&ei=33qOUrKzGo2tkAf29ID4Dw&usg=AFQjCNGHlZSf3VQKLAbIBRNsiXv5f-zMMg&sig2=fg2YALbuBPBoipdcpvNAlg&bvm=bv.56988011,d.eW0>