1. A needs assessment is always long and complex in Contract Education.
   a. True 
   b. False

2. Needs assessments in Contract Education are generally done (circle three)
   a. To determine how to spend money for the fiscal year 
   b. To analyze performance problems 
   c. To help with the implementation of a new technology, work practice or system 
   d. To determine how an organization can best take advantage of an opportunity 
   e. To form a basis for employee dismissal

3. Training is always part of the solution in Contract Education.
   a. True 
   b. False

4. An Organizational Needs Assessment clarifies whether a work process is well-organized.
   a. True 
   b. False

5. Which needs assessment focuses on the performance of a specific worker? (circle one)
   a. Organizational Needs Assessment 
   b. Occupational Needs Assessment 
   c. Professional Needs Assessment 
   d. Individual Needs Assessment 
   e. 23 and Me DNA test
6. Which needs assessment focuses on the performance of workers at a specific level or job title? (circle one)
   a. Organizational Needs Assessment
   b. Occupational Needs Assessment
   c. Professional Needs Assessment
   d. Individual Needs Assessment
   e. 23 and Me DNA test

7. Proposals for Solution are best delivered in person.
   a. True
   b. False

8. Lack of knowledge, skills or information is a sign of a need for (circle one)
   a. Training
   b. Time off
   c. New books in the company library
   d. A reduction in pay or benefits
   e. Sick leave

9. When writing a solution statement, it’s good to include a concise description of the problem.
   a. True
   b. False

10. If you discovered a training need a client does not know about, you should raise it (circle one)
    a. In an email
    b. In the Report of Needs Assessment Findings
    c. In a letter, because it is a charged issue
    d. Not at all
    e. In the Needs Assessment research process
Answers

Question 1: b
Question 2: b, c & d
Question 3: b
Question 4: b
Question 5: d
Question 6: b
Question 7: a
Question 8: a
Question 9: a
Question 10: b