**SURVEY ON EDUCATION AND TRAINING NEEDED**

RECEPTION

# GOAL

The aim of this assessment is to evaluate the needs for education and training of staff. What education or training do you need to become an even better member of staff?

# Please mark the skills needed. You can mark more than one.

I need better language skills in

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| --- |
| Icelandic |
| English |
| I don´t need any education/training |
| Other |

I need training in service and communication skills

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| --- |
| Questioning skills |
| Active listening |
| Appearance and expression |
| Dealing with difficult clients |
| Respecting clients’ privacy and the handling of personal information |
| Written communication |
| Making your views heard |
| Conveying information to other members of staff |
| Service courses |
| I don´t need any education/training |
| Other |

I need training in understanding the needs and expectations of customers from different cultures

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| --- |
| Main characteristics of nationalities visiting Iceland |
| Communication customs/habits of different nationalities |
| Knowledge on people’s diversity |
| I don´t need any education/training |
| Other |

I need training in safety

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| Self-defence |
| Roads and road safety |
| Fire prevention and evacuation |
| Weather and driving conditions |
| Transport |
| Traffic in the Highlands |
| First-aid |
| I don´t need any education/training |
| Other |

I need training in sales of products and services

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| Product knowledge |
| Sales techniques |
| I don´t need any education/training |
| Other |

I need training in company processes

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| Keeping track of improvement suggestions |
| Bookings, check-in and check-out |
| Quality control |
| I don´t need any education/training |
| Other |

I need knowledge on local surroundings

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| --- |
| Local leisure/recreation |
| Local travel organizers |
| Local knowledge – nature and environment |
| I don´t need any education/training |
| Other |

I need training in financial administration

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| --- |
| Receiving payments |
| Invoicing |
| Daily account settlement |
| I don´t need any education/training |
| Other |

I need a computer course/courses

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| --- |
| Excel |
| Word |
| Other programs, which? |
| I don´t need any education/training |
| Other |

Identify other skills or training needed

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