***VI. ANNEX: QUESTIONNAIRE***

**LEP2.0 MANAGEMENT TRAINING PROGRAM FOR JUNIOR OFFICERS　JFY2019**

Each applicant is requested to submit the questionnaire together with the Application Form.

**Purpose**

• To reflect on yourself your current situation in managing/leading the team at work.

• To set the goal and identify necessary skills you need for your better management of the team.

**Instructions**

1. Answer the Questionnaire below, after reading the concept of this seminar **“II. Description”** (page 4-5) carefully.
2. Describe three (3) kinds of relevant roles, issues and skills for each topic.
3. Each item should be typewritten in thirty (30) words or less, and be
* typed directly onto the Questionnaire in the ANNEX of this brochure, or
* typed on an A4 size sheet of paper with double spacing.

**QUESTIONNAIRE**

Name:

Organization you are attached to:

1. Describe the main roles that you are expected to perform in your organization as a manager.

(Three items maximum, each 30 words or less)

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| --- |
| 1 |
| 2 |
| 3 |

(2) Describe three problems/issues that you are facing as a junior officer, in managing your team at work. (Three items maximum, each in 30 words or less.)

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| --- |
| 1  |
| 2 |
| 3 |

(3) Explain three management skills that you need to improve further, in order to carry out your work as a manager.

 (Three items maximum, each in 30 words or less)

|  |
| --- |
| 1 |
| 2 |
| 3 |

Thank you for your cooperation.