

# Sample Emails to Managers

## Learning Needs Analysis

**To:** Managers

**Subject:** Your Input Needed: Departmental Skills Survey

Hello Management Team!

We would love to hear your invaluable insights to learn more about the specific skills and learning opportunities within your departments. Your feedback will enable us to tailor our training initiatives to meet the specific needs of your team and the company, fostering professional development and enhancing overall departmental and organizational performance.

### Survey

Please fill out the survey to help us understand the top skills required within your department, identify any existing learning gaps, and pinpoint areas for improvement. The survey is expected to take approximately 10-20 minutes to complete, depending on the level of detail you wish to provide. Please complete the survey by [DATE] to ensure we have ample time to analyze the data and plan our training initiatives effectively.

You can access the survey by clicking [\[here\]](#).

Your honest and forthcoming feedback is crucial in this process and your participation is instrumental in shaping the future of our training and development initiatives. We deeply appreciate your time and effort in participating in this survey.

If you have any questions or concerns about the survey, please feel free to reach out to [\[Contact Person\]](#) at [\[Contact Email/Phone\]](#).

Best regards,

[Your Full Name]

