

**ALCOHOL AND DRUG COORDINATOR
Training Needs Assessment Evaluation Form**

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

ALCOHOL AND DRUG COORDINATOR Training Needs Assessment Evaluation Form

Instructions:

The information contained in this evaluation is strictly confidential. The supervisor will meet with the employee to review the employee's performance and complete the Community Government Training Needs Assessment Evaluation Form. Input from the employee is critical. The employee will have an opportunity to make comments concerning the review in the employee comments section of this form. The information will be used to develop an individual training plan for the employee as well as a training plan for the community.

The employee will be rated as follows for each competency:

- 1 – Needs significant improvement – employee is unable to complete task or perform function in a satisfactory manner even though assistance is routinely provided
- 2 – Needs improvement - employee can complete task or perform function with considerable assistance
- 3 – Satisfactory – employee can complete task or perform function in a satisfactory manner with little or no assistance
- 4 – Very good – employee consistently completes task or performs functions in an above average manner with little or no assistance
- 5 – Outstanding – employee consistently completed task or performs function at a very high level with little or no assistance

Each competency is to be rated as follows:

- 1 – Competency has little significant to the position
- 2 – Competency has minor significance to the position
- 3 – Competency is important to the position
- 4 – Competency has major significance to the position
- 5 – Competency is critical to the effective performance of the position

For more information on how to complete this review please contact the Regional Office of the Department of Municipal and Community Affairs or the MACA School of Community Government.

ALCOHOL AND DRUG COORDINATOR

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill																																			
Alcohol and Drug Programs	Provide counseling services	Provide counseling to individuals	Provide counseling to pregnant women	Accept referrals from individuals, families and agencies	Provide group counseling	Ensure legislation standards and guidelines are being enforced	Maintain strict confidentiality	P			S	5	P			S	5	P			S	5	P			S	5	P			S	5	P			S	5
		Identify nature of problem	Identify type of addiction	Identify root of problem	Participate in case counseling			P			S	5	P			S	5	P			S	5	P			S	5										
		Research community education and support programs	Develop community education and support programs	Access and collect relevant information and resources	Distribute relevant information	Access funding for drug and alcohol programs	Deliver presentations to various groups and organizations	P			S	5	P			S	5	P			S	5	P			S	5	P			S	5	P			S	4
		Access promotional materials and information	Develop promotional materials and information	Evaluate the effectiveness of programs				P			S	4	P			S	4	P			S	5															
Provide treatment referrals	Provide treatment referrals	Assist individuals to identify their need for treatment	Liaise with treatment programs	Assist clients to meet all requirements	Assist clients with applications for treatment	Access funding for treatment programs	Evaluate the effectiveness of treatment programs	P			S	5	P			S	5	P			S	5	P			S	5	P			S	5	P			S	4

ALCOHOL AND DRUG COORDINATOR

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill																					
Alcohol and Drug Programs	Liase with community, territorial and national agencies and supports	Ensure ongoing contact with local agencies including the Health Centre, RCMP and school	Participate on interagency working committees	Lobby agencies and organizations for program and support	Develop contacts with territorial agencies including GNWT and social agencies	Develop contacts with national organizations																	
		P		S	4	P		S	4	P		S	4	P		S	4	P		S	3		
Administer the drug and alcohol program	Administer the drug and alcohol program	Maintain confidential written records of client interactions	Maintain confidential files	Maintain current and accurate records on numbers and types of clients	Maintain a resource library	Approve expenditure within signing authority																	
		P		S	5	P		S	5	P		S	4	P		S	4	P		S	4		
Possess knowledge of drug and alcohol programming	Possess knowledge of drug and alcohol programming	Possess knowledge of counseling techniques	Possess knowledge of rehabilitation methods and procedures	Possess knowledge of treatment methods, procedures and facilities	Possess knowledge of client support programs																		
		P		S	5	P		S	5	P		S	5	P		S	4						

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Major Category	Skill	Subskill																								
Financial Management	Prepare budgets and conduct financial planning	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Perform cost benefit analysis</td> <td style="width: 16.6%;">Identify priorities of organization</td> <td style="width: 16.6%;">Estimate areas of revenue</td> <td style="width: 16.6%;">Estimate expenditures</td> <td style="width: 16.6%;">Forecast cash flows</td> <td style="width: 16.6%;">Allocate funds to program activity</td> </tr> <tr> <td>P</td><td>S</td><td>3</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> </tr> </table>	Perform cost benefit analysis	Identify priorities of organization	Estimate areas of revenue	Estimate expenditures	Forecast cash flows	Allocate funds to program activity	P	S	3	P	S	4	P	S	4	P	S	4	P	S	4	P	S	4
		Perform cost benefit analysis	Identify priorities of organization	Estimate areas of revenue	Estimate expenditures	Forecast cash flows	Allocate funds to program activity																			
	P	S	3	P	S	4	P	S	4	P	S	4	P	S	4	P	S	4								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Prepare draft budgets</td> <td style="width: 16.6%;">Submit budgets for approval</td> <td style="width: 16.6%;">Implement budgets</td> <td style="width: 16.6%;">Review budgets</td> <td style="width: 16.6%;">Conduct analysis</td> <td style="width: 16.6%;">Adjust budget estimates</td> </tr> <tr> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>3</td> <td>P</td><td>S</td><td>3</td> <td>P</td><td>S</td><td>3</td> </tr> </table>	Prepare draft budgets	Submit budgets for approval	Implement budgets	Review budgets	Conduct analysis	Adjust budget estimates	P	S	4	P	S	4	P	S	4	P	S	3	P	S	3	P	S	3	
	Prepare draft budgets	Submit budgets for approval	Implement budgets	Review budgets	Conduct analysis	Adjust budget estimates																				
	P	S	4	P	S	4	P	S	4	P	S	3	P	S	3	P	S	3								
Research additional funding	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Identify funding sources</td> <td style="width: 16.6%;">Administer funds</td> <td style="width: 16.6%;">Review funding options</td> <td style="width: 16.6%;">Write funding proposals</td> <td style="width: 16.6%;">Assist with grant applications and proposals</td> <td></td> </tr> <tr> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>3</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td></td><td></td><td></td> </tr> </table>	Identify funding sources	Administer funds	Review funding options	Write funding proposals	Assist with grant applications and proposals		P	S	4	P	S	4	P	S	3	P	S	4	P	S	4				
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P	S	4	P	S	4	P	S	3	P	S	4	P	S	4												
Manage projects	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Identify project areas</td> <td style="width: 16.6%;">Prioritize projects</td> <td style="width: 16.6%;">Prepare scope of work project estimates</td> <td style="width: 16.6%;">Administer contracts</td> <td style="width: 16.6%;">Monitor contracts</td> <td style="width: 16.6%;">Amend project budgets</td> </tr> <tr> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>3</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> </tr> </table>	Identify project areas	Prioritize projects	Prepare scope of work project estimates	Administer contracts	Monitor contracts	Amend project budgets	P	S	4	P	S	4	P	S	3	P	S	4	P	S	4	P	S	4	
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	P	S	4	P	S	4	P	S	3	P	S	4	P	S	4	P	S	4								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Evaluate contracts</td> <td style="width: 16.6%;">Prepare project reports</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>P</td><td>S</td><td>3</td> <td>P</td><td>S</td><td>4</td> <td></td><td></td><td></td> <td></td><td></td><td></td> <td></td><td></td><td></td> </tr> </table>	Evaluate contracts	Prepare project reports					P	S	3	P	S	4														
Evaluate contracts	Prepare project reports																									
P	S	3	P	S	4																					
Financial Management	Prepare financial reports	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Prepare variance reports</td> <td style="width: 16.6%;">Report to funding agencies</td> <td style="width: 16.6%;">Review quarterly variance reports</td> <td style="width: 16.6%;">Submit reports to council for approval</td> <td></td> <td></td> </tr> <tr> <td>P</td><td>S</td><td>3</td> <td>P</td><td>S</td><td>3</td> <td>P</td><td>S</td><td>3</td> <td>P</td><td>S</td><td>3</td> <td></td><td></td> </tr> </table>	Prepare variance reports	Report to funding agencies	Review quarterly variance reports	Submit reports to council for approval			P	S	3	P	S	3	P	S	3	P	S	3						
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P	S	3	P	S	3	P	S	3	P	S	3															

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Major Category	Skill	Subskill					
Perform Administrative Functions	Schedule work	Develop work plans, strategies and contingencies	Follow work plans	Organize tasks	Coordinate staff	Monitor results	Evaluate results
		P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4
Technical Skills	Possess computer skills	Use word processing software programs	Use spreadsheet software programs	Use database software programs	Use utility software programs	Operate e-mail and Internet	Use presentation programs
		P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 3
	Practice technical skills	Ability to read manuals and instructions	Ability to complete basic reports				
		P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4				
Human Resource Management	Supervise staff	Provide staff leadership and motivation	Conduct staff meetings	Provide direct supervision	Provide staff orientations	Delegate tasks	Schedule staff activities
		P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4
		Ensure task completions	Monitor staff performance	Be aware of drug and alcohol issues	Conduct performance reviews	Recommend disciplinary actions	Recommend staff promotions and terminations
		P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4
	Develop staff	Develop skills and competencies	Identify training needs	Provide training and development opportunities	Conduct training sessions and workshops	Provide on-the-job training	
		P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 4	

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Major Category	Skill	Subskill												
Communication	Use effective communication	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Read and comprehend business documents</td> <td style="width: 16.6%;">Write clearly and concisely</td> <td style="width: 16.6%;">Practice listening skills</td> <td style="width: 16.6%;">Speak effectively</td> <td style="width: 16.6%;">Make presentations</td> <td style="width: 16.6%;">Demonstrate negotiation skills</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> </tr> </table>	Read and comprehend business documents	Write clearly and concisely	Practice listening skills	Speak effectively	Make presentations	Demonstrate negotiation skills	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 3
		Read and comprehend business documents	Write clearly and concisely	Practice listening skills	Speak effectively	Make presentations	Demonstrate negotiation skills							
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Communication	Maintain public relations	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Maintain customer service</td> <td style="width: 16.6%;">Assist with community events</td> <td style="width: 16.6%;">Liaise with community organizations and agencies</td> <td></td> <td></td> <td></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td></td> <td></td> <td></td> </tr> </table>	Maintain customer service	Assist with community events	Liaise with community organizations and agencies				P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5			
		Maintain customer service	Assist with community events	Liaise with community organizations and agencies										
	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5											
Provide information	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Provide education about programs and services</td> <td style="width: 16.6%;">Develop information pamphlets and brochures</td> <td style="width: 16.6%;">Perform public speaking duties</td> <td style="width: 16.6%;">Perform public relations duties</td> <td></td> <td></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td></td> <td></td> </tr> </table>	Provide education about programs and services	Develop information pamphlets and brochures	Perform public speaking duties	Perform public relations duties			P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 3			
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Professionalism	Demonstrate good work habits	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Manage stress</td> <td style="width: 16.6%;">Take direction</td> <td style="width: 16.6%;">Motivate self</td> <td style="width: 16.6%;">Demonstrate dependability and accountability</td> <td style="width: 16.6%;">Maintain confidentiality</td> <td style="width: 16.6%;">Make decisions</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> </tr> </table>	Manage stress	Take direction	Motivate self	Demonstrate dependability and accountability	Maintain confidentiality	Make decisions	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4
		Manage stress	Take direction	Motivate self	Demonstrate dependability and accountability	Maintain confidentiality	Make decisions							
		P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Manage time</td> <td style="width: 16.6%;">Demonstrate willingness to perform alternate duties as required</td> <td style="width: 16.6%;">Demonstrate punctuality</td> <td style="width: 16.6%;">Demonstrate flexibility</td> <td style="width: 16.6%;">Demonstrate organizational abilities</td> <td style="width: 16.6%;">Work with minimal supervision</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> </tr> </table>	Manage time	Demonstrate willingness to perform alternate duties as required	Demonstrate punctuality	Demonstrate flexibility	Demonstrate organizational abilities	Work with minimal supervision	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5		
Manage time	Demonstrate willingness to perform alternate duties as required	Demonstrate punctuality	Demonstrate flexibility	Demonstrate organizational abilities	Work with minimal supervision									
P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5									

ALCOHOL AND DRUG COORDINATOR

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Major Category	Skill	Subskill														
		Meet deadlines	Employ analytical skills	Demonstrate responsibility	Be a team player											
		P	S 4	P	S 3	P	S 5	P	S 5							
	Possess cultural and political knowledge	Practice cross cultural skills	Be familiar with political situation	Demonstrate awareness of traditional knowledge	Possess knowledge of community											
		P	S 4	P	S 3	P	S 5	P	S 5							
	Demonstrate positive personal attributes and ethical behaviour	Accept change	Adapt to situations	Compromise	Separate personal and professional life	Pursue personal and professional development	Demonstrate patience									
		P	S 4	P	S 5	P	S 4	P	S 5	P	S 4	P	S 5			
		Maintain a positive attitude	Demonstrate honesty	Possess sense of humour												
		P	S 5	P	S 5	P	S 4									
	Respect self and others	Display tact	Cooperate with others	Respond positively to others	Demonstrate diplomacy	Demonstrate compassion	Demonstrate courtesy									
		P	S 5	P	S 5	P	S 5	P	S 5	P	S 5	P	S 5	P	S 5	
Professionalism	Demonstrate leadership skills	Demonstrate fair, equitable and consistent behaviour	Demonstrate accessibility	Demonstrate awareness of relevant trends and decisions	Act as a role model	Resolve conflicts	Apply innovative thinking									
		P	S 4	P	S 4	P	S 4	P	S 5	P	S 5	P	S 5	P	S 3	

**ALCOHOL AND DRUG COORDINATOR
Training Needs Assessment Evaluation Form**

Comments:

1. Supervisor's comments

2. Expectations for the coming year/workplan

ALCOHOL AND DRUG COORDINATOR Training Needs Assessment Evaluation Form

3. Employee goals and objectives

4. Career Goals

ALCOHOL AND DRUG COORDINATOR Training Needs Assessment Evaluation Form

5. Recommended training

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6. Employee Comments

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Employee:	Supervisor:
Title:	Title:
Signature:	Signature:
Date:	Date: