

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

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

ALCOHOL AND DRUG COUNSLEOR

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:

Each competency is to be rated as follows:

- 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

- 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 WORKER

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
		Training Requested?																	
		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						
		Training Requested?																	
	Provide community education and support	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	4	P	S	4	P	S	4	P	S	4	P	S	4	P	S	4
		Training Requested?																	
		Access promotional materials and information	Develop promotional materials and information	Evaluate the effectiveness of programs															
		P	S	4	P	S	4	P	S	4									
		Training Requested?																	
	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	5
		Training Requested?																	

ALCOHOL AND DRUG WORKER

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill													
Alcohol and Drug Programs cont'd	Liaise 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 programs and support	Develop contacts with territorial agencies including GNWT and social agencies	Develop contacts with national organizations									
		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"/> 4								
	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 <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"/> 5	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"/> 5								
	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 <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"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5									
	Training Requested?														

ALCOHOL AND DRUG WORKER

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill							
Financial Management	Prepare budgets and conduct financial planning	Perform cost benefit analysis	Identify priorities of organization	Estimate areas of revenue	Estimate expenditures	Forecast cash flows	Allocate funds to program activity		
		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"/> 4		
	Training Requested?								
	Research additional funding	Manage projects	Prepare draft budgets	Submit budgets for approval	Implement budgets	Review budgets	Conduct analysis	Adjust budget estimates	
			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"/> 4	
	Training Requested?								
	Amend quarterly budgets	Develop remedial action plan	Implement corrective action	Monitor and control costs					
					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	
Training Requested?									
Identify funding sources	Administer funds	Review funding options	Write funding proposals	Assist with grant applications and proposals					
					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
Training Requested?									
Identify project areas	Prioritize projects	Prepare scope of work project estimates	Administer contracts	Monitor contracts	Amend project budgets				
						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"/> 3
Training Requested?									
Evaluate contracts	Prepare project reports								
		P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 3						
Training Requested?									

ALCOHOL AND DRUG WORKER

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill														
Financial Management cont'd	Prepare financial reports	Prepare variance reports	Report to funding agencies	Review quarterly variance reports	Submit reports to council for approval											
	Training Requested?	P	S	4	P	S	4	P	S	4	P	S	4			
Executive Functions/Council Support	Implement band council resolutions	Implement council directions and decisions														
	Training Requested?	P	S	4												
	Provide support to chief and council	Prepare briefing notes and positions	Prepare discussion papers	Provide advice to chief and council	Make recommendations to council	Seek legal interpretation and advice	Draft policies and guidelines									
Training Requested?	P	S	4	P	S	4	P	S	4	P	S	4	P	S	4	
		Demonstrate awareness of traditional law and customs	Liaise with designated orgs. and agencies	Assist with setting goals and objectives	Lobby governments and agencies	Provide advice on policy, procedures and bylaws	Assist in defining goals and objectives									
		P	S	4	P	S	4	P	S	4	P	S	4	P	S	4
		Prepare decision summaries														
		P	S	4												

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Major Category	Skill	Subskill																														
<div style="border: 1px solid black; padding: 5px;"> Perform Administrative Functions </div>	<div style="border: 1px solid black; padding: 5px;"> Conduct planning </div>	Provide assistance and advice with community planning	Provide assistance and advice with strategic planning	Provide advice and assistance with preparation of a capital plan	Prepare plans for short term projects	Set objectives	Develop forecasts	P		S	4	P		S	4	P		S	4	P		S	4	P		S	4	P		S	4	
		Training Requested?																														
			Track and analyze historical data	Keep daily reports	Generate activity reports for clients and council	Take inventory			P		S	4	P		S	4	P		S	4	P		S	4								
	<div style="border: 1px solid black; padding: 5px;"> Participate in risk management planning </div>		Assess risk	Manage risk	Review insurance coverage	Implement loss control system	Address liability issues		P		S	5	P		S	5	P		S	4	P		S	4	P		S	5				
	Training Requested?																															
<div style="border: 1px solid black; padding: 5px;"> Schedule work </div>		Develop work plans, strategies and contingencies	Follow work plans	Organize tasks	Coordinate staff and contractors	Monitor results	Evaluate results	P		S	4	P		S	4	P		S	4	P		S	4	P		S	4	P		S	4	
Training Requested?																																
<div style="border: 1px solid black; padding: 5px;"> Manage contracts </div>		Assist with preparation and advertising of tender documents	Review tender awards	Recommend tender awards	Supervise contractors	Evaluate contractor performance	Terminate contracts	P		S	3	P		S	3	P		S	3	P		S	3	P		S	3	P		S	3	
Training Requested?																																

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Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill												
Technical Skills	Possess computer skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Use word processing software programs</td> <td style="width: 16.6%;">Use spreadsheet software programs</td> <td style="width: 16.6%;">Use database software programs</td> <td style="width: 16.6%;">Use utility software programs</td> <td style="width: 16.6%;">Operate e-mail and Internet</td> <td style="width: 16.6%;">Use presentation programs</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>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> </tr> </table>	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"/> 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"/> 3
		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"/> 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"/> 3									
Training Requested?	<input type="checkbox"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Ability to read manuals and instructions</td> <td style="width: 16.6%;">Ability to complete basic reports</td> <td></td> <td></td> <td></td> <td></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></td> <td></td> <td></td> <td></td> </tr> </table>	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				
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	Hire staff	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Provide advice and assistance with staff recruitment</td> <td style="width: 16.6%;">Participate in applicant interviews</td> <td style="width: 16.6%;">Assist with selection of staff</td> <td style="width: 16.6%;">Work cooperatively with other</td> <td style="width: 16.6%;">Oversee casual employees</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"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td></td> </tr> </table>	Provide advice and assistance with staff recruitment	Participate in applicant interviews	Assist with selection of staff	Work cooperatively with other	Oversee casual employees		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"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 3	
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Training Requested?	<input type="checkbox"/>	<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"/> 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"/> 4</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"/> 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"/> 4
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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"/> 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"/> 4</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"/> 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"/> 4
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Training Requested?	<input type="checkbox"/>	<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"/> 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></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"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4			
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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												
Communication	Maintain public relations	<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"/> 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"/> 4</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"/> 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"/> 4
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Training Requested?	<input type="checkbox"/>	<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"/> 4</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"/> 4		
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Communication	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"/> 4</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"/> 4		
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ALCOHOL AND DRUG WORKER

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill												
Legislation	Comply with policies and regulations	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Comply with territorial acts and regulations</td> <td style="width: 16.6%;">Comply with federal acts and regulations</td> <td style="width: 16.6%;">Comply with municipal acts and regulations</td> <td style="width: 16.6%;">Comply with council resolutions and policies</td> <td style="width: 16.6%;">Seek legal interpretation and advice</td> <td style="width: 16.6%;">Research legislation to develop policies or bylaws</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"/> 4</td> </tr> </table>	Comply with territorial acts and regulations	Comply with federal acts and regulations	Comply with municipal acts and regulations	Comply with council resolutions and policies	Seek legal interpretation and advice	Research legislation to develop policies or bylaws	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"/> 4
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ALCOHOL AND DRUG WORKER Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill
		P S 4 P S 4 P S 4 P S 4 P S 4 P S 5

Comments:

1. Supervisor's comments

2. Expectations for the coming year/work plan

ALCOHOL AND DRUG WORKER Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill
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3. Employee goals and objectives

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4. Career Goals

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ALCOHOL AND DRUG WORKER Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill
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5. Recommended training

6. Employee Comments

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