

BAND MANAGER
Training Needs Assessment Evaluation Form

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

BAND MANAGER

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.

BAND MANAGER

Training Needs Assessment Evaluation Form

Major Category	Skill	Sub-Skill
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FINANCIAL MANAGEMENT

Prepare budget

Estimate areas of revenue	Develop deficit recovery plan	Conduct analysis and cash flow forecasting	Develop budgets for approval	Review budgets	Calculate municipal services rates
P S 5	P S 4	P S 5	P S 5	P S 5	P S 5

Establish policies and guidelines for unit costing and replacement					
P S 4					

Review Finances

Comply with Generally Accepted Accounting Principles	Comply with financial guidelines and policies	Implement accounting systems	Maintain accounting systems	Oversee payroll function	Follow up on management letters
P S 5	P S 5	P S 4	P S 4	P S 4	P S 4

Establish internal controls	Oversee fiscal year-end audit	Ensure collection of accounts receivable			
P S 4	P S 4	P S 4			

Perform Financial Analysis

Analyze financial reports monthly, quarterly and annually	Analyze aged accounts	Ensure maximum return on investment	Recommend budget changes		
P S 4	P S 4	P S 2	P S 4		

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Major Category	Skill	Sub-Skill																	
PROTECTIVE SERVICES	Implement Civil Emergency Measures	Establish emergency measures committee	Coordinate emergency preparedness	Prepare plan for council approval	Review and practice plan	Ensure training for staff, council and volunteers	Act as coordinator during plan implementation												
		P S 4	P S 4	P S 4	P S 3	P S 3	P S 4												
		Debrief situations																	
		P S 3																	
OPERATIONS MANAGEMENT	Manage operations	Manage road construction and maintenance	Manage water, sewage and solid waste systems	Manage airport construction and maintenance	Manage other works and services	Negotiate franchise agreements													
		P S 2	P S 2	P S 2	P S 2	P S 2													
OPERATIONS MANAGEMENT (cont.)	Provide Municipal Services	Provide services through community agreements	Prioritize programs and services	Implement community programs	Monitor community programs	Evaluate community programs													
		P S 4	P S 4	P S 4	P S 4	P S 4													
COMMUNICATIONS	Use Communications Skills	Practice listening skills	Write business documents	Resolve conflicts	Demonstrate negotiation skills	Make presentations	Facilitate workshops												
		P S 4	P S 4	F S 4	P S 4	P S 4	P S 2												
		Facilitate meetings																	
		P S 4																	

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Major Category	Skill	Sub-Skill									
Legislation	Comply with Legislation	Comply with governing legislation	Seek legal interpretation and advice	Demonstrate familiarity with land claim negotiations and settlements	Demonstrate familiarity with self-government issues	Perform legislated duties					
		P S 5	P S 4	P S 4	P S 4	P S 4					
LEGILSATION	Legislation	Determine issues	Research legislation to determine policy or bylaw development	Draft policies, procedures and BCRs	Seek council approval of policies, procedures and by-laws	Implement policies, procedures and bylaws	Maintain policies and procedures manual				
		P S 4	P S 4	P S 5	P S 4	P S 4	P S 3				
		Maintain bylaw registry									
		P S 4									
ADMINISTRATION	Manage Administrative Services	Manage the office	Prioritize issues	Manage resources	Maintain records and files	Inventory capital assets and supplies	Conduct research				
		P S 4	P S 4	P S 4	P S 4	P S 4	P S 2				
		Formulate legal, legislative and financial questions for opinion	Write proposals	Maintain computer systems	Determine computer hardware and software requirements	Help residents access government services	Fulfill essential services and functions				
		P S 3	P S 5	P S 4	P S 4	P S 5	P S 5				

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Comments:

1. Supervisor's comments

2. Expectations for the coming year/workplan

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3. Employee goals and objectives

4. Career Goals

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5. Recommended training

6. Employee Comments

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