

**COMMUNITY COORDINATOR  
Training Needs Assessment Evaluation Form**

**Personal/Position Information**

Name: \_\_\_\_\_

Period Covered: \_\_\_\_\_

Position: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Title: \_\_\_\_\_

Position Start Date: \_\_\_\_\_

Community: \_\_\_\_\_

Region: \_\_\_\_\_

# COMMUNITY 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 Performance 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.

# COMMUNITY COORDINATOR

## Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill
<b>Community Empowerment Programs</b>	<b>Develop community plan</b>	Facilitate community planning process
		Coordinate community planning
	Provide support to individuals and organizations involved in community planning	
	Assist with development of community plan	
		Ensure community input into the community plan
		Assist with development of a community vision
		Identify community priorities
		Coordinate implementation of the community plan
<b>Community transfer/empowerment</b>		Identify areas for potential transfer
		Assess community ability to take over responsibilities
		Identify deficiencies to taking over responsibilities
		Coordinate meetings on community transfer
		Chair meetings on community transfer
		Work with Regional Interdepartmental Community Empowerment Teams to initiate community transfers
		Keep public informed of community transfer initiatives
		Provide accurate information to the GNWT on community transfers
		Negotiate community transfer agreements
		Review community transfer agreements with legal counsel and other professionals
		Report to Council on community transfer agreements

# COMMUNITY COORDINATOR

## Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill																														
<b>Community Empowerment Programs66</b>	<b>Implement community transfer initiatives</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Coordinate necessary resources</td> <td style="width: 16.6%;">Assist with development of human resource plans</td> <td style="width: 16.6%;">Identify required facilities and equipment</td> <td style="width: 16.6%;">Monitor community transfer initiatives</td> <td style="width: 16.6%;">Evaluate community transfer initiatives</td> <td style="width: 16.6%;">Report on community transfer initiatives</td> </tr> <tr> <td>P</td><td></td><td>S</td><td>4</td> <td>P</td><td></td><td>S</td><td>4</td> <td>P</td><td></td><td>S</td><td>4</td> <td>P</td><td></td><td>S</td><td>4</td> <td>P</td><td></td><td>S</td><td>4</td> <td>P</td><td></td><td>S</td><td>4</td> </tr> </table>	Coordinate necessary resources	Assist with development of human resource plans	Identify required facilities and equipment	Monitor community transfer initiatives	Evaluate community transfer initiatives	Report on community transfer initiatives	P		S	4	P		S	4	P		S	4	P		S	4	P		S	4	P		S	4
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		P		S	4	P		S	4	P		S	4	P		S	4	P		S	4	P		S	4							
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<b>Conduct public relations</b>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Provide information on community and GNWT programs and services</td> <td style="width: 16.6%;">Prepare press releases</td> <td style="width: 16.6%;">Post press releases in prominent areas</td> <td style="width: 16.6%;">Contact members of the media</td> <td style="width: 16.6%;">Advertise pertinent information</td> <td style="width: 16.6%;">Provide advice on protocol for ceremonial and traditional activities</td> </tr> <tr> <td>P</td><td></td><td>S</td><td>4</td> <td>P</td><td></td><td>S</td><td>4</td> <td>P</td><td></td><td>S</td><td>4</td> <td>P</td><td></td><td>S</td><td>4</td> <td>P</td><td></td><td>S</td><td>4</td> </tr> </table>	Provide information on community and GNWT programs and services	Prepare press releases	Post press releases in prominent areas	Contact members of the media	Advertise pertinent information	Provide advice on protocol for ceremonial and traditional activities	P		S	4	P		S	4	P		S	4	P		S	4	P		S	4				
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P		S	4	P		S	4	P		S	4	P		S	4	P		S	4													
<b>Administer the motor vehicles program</b>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Receive and safeguard motor vehicle permits, plates and licenses</td> <td style="width: 16.6%;">Issue motor vehicle permits, plates and licenses</td> <td style="width: 16.6%;">Receive payments due to the GNWT</td> <td style="width: 16.6%;">Issue receipts for payments</td> <td style="width: 16.6%;">Record transactions</td> <td style="width: 16.6%;">Safeguard monies received and accountable documents</td> </tr> <tr> <td>P</td><td></td><td>S</td><td>4</td> <td>P</td><td></td><td>S</td><td>4</td> <td>P</td><td></td><td>S</td><td>4</td> <td>P</td><td></td><td>S</td><td>4</td> <td>P</td><td></td><td>S</td><td>4</td> </tr> </table>	Receive and safeguard motor vehicle permits, plates and licenses	Issue motor vehicle permits, plates and licenses	Receive payments due to the GNWT	Issue receipts for payments	Record transactions	Safeguard monies received and accountable documents	P		S	4	P		S	4	P		S	4	P		S	4	P		S	4				
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P		S	4	P		S	4	P		S	4	P		S	4	P		S	4													

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## Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill
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**Community Empowerment Programs66**

**Administer the motor vehicles program**

Submit records and funds to the GNWT	Respond to request for assistance regarding federal and territorial programs	Record vital statistics information	Record marriages, births, deaths and burial statistics	Prepare monthly vital statistics reports and submit to the registrar of Vital Statistics	
P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**Administer the lottery licensing program**

Respond to charitable organizations seeking assistance with lottery licensing	Assist charitable organizations with application process	Determine if organization meets requirements for lottery license	Approve or deny application for lottery license	Determine license fees	Assist with completion of lottery statement of account
P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>

Advise of organizations violating the Hamlet lotteries by-law and/or lottery act					
P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**Provide general administration**

Respond to requests for assistance with federal and territorial programs	Assist in the preparation of public trustee office forms				
P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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Major Category	Skill	Subskill												
Knowledge	<b>Possess knowledge of community empowerment/development</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Possess knowledge of community planning</td> <td style="width: 16.6%;">Possess knowledge of strategic planning</td> <td style="width: 16.6%;">Possess knowledge of human resource planning</td> <td style="width: 16.6%;">Possess knowledge of policy development</td> <td style="width: 16.6%;">Possess knowledge of career development</td> <td style="width: 16.6%;">Possess knowledge of community programs and services</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> </tr> </table>	Possess knowledge of community planning	Possess knowledge of strategic planning	Possess knowledge of human resource planning	Possess knowledge of policy development	Possess knowledge of career development	Possess knowledge of community programs and services	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>
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Financial Management	<b>Prepare budgets and conduct financial planning</b>	<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%;">Assist with capital plan</td> <td style="width: 16.6%;">Identify priorities of organization</td> <td style="width: 16.6%;">Review historical costs</td> <td style="width: 16.6%;">Review year-to-date expenditures</td> <td style="width: 16.6%;">Estimate areas of revenue</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> </tr> </table>	Perform cost benefit analysis	Assist with capital plan	Identify priorities of organization	Review historical costs	Review year-to-date expenditures	Estimate areas of revenue	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>
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<b>Research additional funding</b>	<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 <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td></td> </tr> </table>	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 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>		
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<b>Manage projects</b>	<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%;">Prepare tender documents</td> <td style="width: 16.6%;">Negotiate contracts</td> <td style="width: 16.6%;">Award contracts</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> </tr> </table>	Identify project areas	Prioritize projects	Prepare scope of work project estimates	Prepare tender documents	Negotiate contracts	Award contracts	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	
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Major Category	Skill	Subskill
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<b>Technical Skills</b>	<b>Possess computer skills</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <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     S   4</td> <td>P     S   4</td> <td>P     S   4</td> <td>P     S   4</td> <td>P     S   4</td> <td>P     S   4</td> </tr> </tbody> </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     S   4	P     S   4	P     S   4	P     S   4	P     S   4	P     S   4
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     S   4	P     S   4	P     S   4	P     S   4	P     S   4	P     S   4									
<b>Communication</b>	<b>Use effective communication</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <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     S   4</td> <td>P     S   4</td> <td>P     S   4</td> <td>P     S   4</td> <td>P     S   4</td> <td>P     S   3</td> </tr> </tbody> </table>	Read and comprehend business documents	Write clearly and concisely	Practice listening skills	Speak effectively	Make presentations	Demonstrate negotiation skills	P     S   4	P     S   4	P     S   4	P     S   4	P     S   4	P     S   3
Read and comprehend business documents	Write clearly and concisely	Practice listening skills	Speak effectively	Make presentations	Demonstrate negotiation skills									
P     S   4	P     S   4	P     S   4	P     S   4	P     S   4	P     S   3									
	<b>Maintain public relations</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <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 style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P     S   4</td> <td>P     S   4</td> <td>P     S   4</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Maintain customer service	Assist with community events	Liaise with community organizations and agencies				P     S   4	P     S   4	P     S   4			
Maintain customer service	Assist with community events	Liaise with community organizations and agencies												
P     S   4	P     S   4	P     S   4												
	<b>Provide information</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <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 style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P     S   4</td> <td>P     S   4</td> <td>P     S   4</td> <td>P     S   4</td> <td></td> <td></td> </tr> </tbody> </table>	Provide education about programs and services	Develop information pamphlets and brochures	Perform public speaking duties	Perform public relations duties			P     S   4	P     S   4	P     S   4	P     S   4		
Provide education about programs and services	Develop information pamphlets and brochures	Perform public speaking duties	Perform public relations duties											
P     S   4	P     S   4	P     S   4	P     S   4											
<b>Legislation</b>	<b>Comply with policies and regulations</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <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     S   4</td> <td>P     S   4</td> <td>P     S   4</td> <td>P     S   4</td> <td>P     S   4</td> <td>P     S   4</td> </tr> </tbody> </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     S   4	P     S   4	P     S   4	P     S   4	P     S   4	P     S   4
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P     S   4	P     S   4	P     S   4	P     S   4	P     S   4	P     S   4									

# COMMUNITY COORDINATOR

## Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill
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Professionalism
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<b>Demonstrate good work habits</b>
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Manage stress	Take direction	Motivate self	Demonstrate dependability and accountability	Maintain confidentiality	Make decisions
P     S   4	P     S   4	P     S   4	P     S   5	P     S   5	P     S   4

Manage time	Demonstrate willingness to perform alternate duties as required	Demonstrate punctuality	Demonstrate flexibility	Demonstrate organizational abilities	Work with minimal supervision
P     S   4	P     S   4	P     S   5	P     S   4	P     S   5	P     S   5

Meet deadlines	Employ analytical skills	Demonstrate responsibility	Be a team player	Cooperate with others	Respond positively to others
P     S   5	P     S   5	P     S   5	P     S   5	P     S   5	P     S   5

<b>Demonstrate positive personal attributes and ethical behaviour</b>
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Accept change	Adapt to situations	Compromise	Separate personal and professional life	Pursue personal and professional development	Demonstrate patience
P     S   4	P     S   4	P     S   4	P     S   4	P     S   4	P     S   5

<b>Demonstrate positive personal attributes and ethical behaviour</b>
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Maintain a positive attitude	Demonstrate honesty	Possess sense of humour	Display tact	Demonstrate diplomacy	Demonstrate courtesy
P     S   4	P     S   5	P     S   4			



**COMMUNITY COORDINATOR  
Training Needs Assessment Evaluation Form**

**Comments:**

1. Supervisor's comments

2. Expectations for the coming year/workplan

**COMMUNITY COORDINATOR  
Training Needs Assessment Evaluation Form**

3. Employee goals and objectives

4. Career Goals

# COMMUNITY 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: