

**COMMUNITY EMPOWER COORDINATOR
Training Needs Assessment Evaluation Form**

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

COMMUNITY EMPOWER 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 EMPOWER COORDINATOR

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill												
Community Empowerment Programs	Develop community plan	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Facilitate community planning process</td> <td style="width: 16.6%;">Coordinate community planning</td> <td style="width: 16.6%;">Provide support to individuals and organizations involved in community planning</td> <td style="width: 16.6%;">Assist with development of community plan</td> <td style="width: 16.6%;">Ensure community input into the community plan</td> <td style="width: 16.6%;">Assist with development of a community vision</td> </tr> <tr> <td style="text-align: center;">P S 5</td> <td style="text-align: center;">P S 5</td> <td style="text-align: center;">P S 4</td> <td style="text-align: center;">P S 4</td> <td style="text-align: center;">P S 4</td> <td style="text-align: center;">P S 4</td> </tr> </table>	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	P S 5	P S 5	P S 4	P S 4	P S 4	P S 4
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Community transfer/empowerment	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Identify areas for potential transfer</td> <td style="width: 16.6%;">Assess community ability to take over responsibilities</td> <td style="width: 16.6%;">Identify deficiencies to taking over responsibilities</td> <td style="width: 16.6%;">Coordinate meetings on community transfer</td> <td style="width: 16.6%;">Chair meetings on community transfer</td> <td style="width: 16.6%;">Work with Regional Interdepartmental Community Empowerment Teams to initiate community transfers</td> </tr> <tr> <td style="text-align: center;">P S 5</td> <td style="text-align: center;">P S 5</td> <td style="text-align: center;">P S 5</td> <td style="text-align: center;">P S 5</td> <td style="text-align: center;">P S 5</td> <td style="text-align: center;">P S 5</td> </tr> </table>	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	P S 5	P S 5	P S 5	P S 5	P S 5	P S 5	
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Administer the motor vehicles program	<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 style="text-align: center;">P</td><td style="text-align: center;">S</td><td style="text-align: center;">4</td> <td style="text-align: center;">P</td><td style="text-align: center;">S</td><td style="text-align: center;">4</td> <td style="text-align: center;">P</td><td style="text-align: center;">S</td><td style="text-align: center;">4</td> <td style="text-align: center;">P</td><td style="text-align: center;">S</td><td style="text-align: center;">4</td> <td style="text-align: center;">P</td><td style="text-align: center;">S</td><td style="text-align: center;">4</td> <td style="text-align: center;">P</td><td style="text-align: center;">S</td><td style="text-align: center;">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	P	S	4																	
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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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Knowledge	Possess knowledge of community empowerment/development	<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	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%;">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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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 <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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COMMUNITY EMPOWER COORDINATOR

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill
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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 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> </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
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P S 4	P S 4	P S 4	P S 4	P S 4	P S 4									
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 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> </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
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	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 S 4</td> <td>P S 4</td> <td>P S 4</td> <td></td> <td></td> <td></td> </tr> </table>	Maintain customer service	Assist with community events	Liaise with community organizations and agencies				P S 4	P S 4	P S 4			
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	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 S 4</td> <td>P S 4</td> <td>P S 4</td> <td>P S 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 S 4	P S 4	P S 4	P S 4		
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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 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> </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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COMMUNITY EMPOWER COORDINATOR

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill
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Professionalism

Demonstrate good work habits

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

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 4	P S 4	P S 4	P S 4	P S 5

Demonstrate positive personal attributes and ethical behaviour

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 EMPOWER COORDINATOR
Training Needs Assessment Evaluation Form**

Comments:

1. Supervisor's comments

2. Expectations for the coming year/workplan

COMMUNITY EMPOWER COORDINATOR Training Needs Assessment Evaluation Form

3. Employee goals and objectives

4. Career Goals

COMMUNITY EMPOWER 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: