

**COMMUNITY SOCIAL WORKER
Training Needs Assessment Evaluation Form**

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

COMMUNITY SOCIAL WORKER

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 (P):

Each competency is to be rated as follows (S):

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

COMMUNITY SOCIAL WORKER

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Major Category	Skill	Subskill												
Child Protection	Ensure health and safety of children and families	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Ensure legislation standards and guidelines are being enforced</td> <td style="width: 16.6%;">Respond to reports of child abuse</td> <td style="width: 16.6%;">Accept referrals from individuals, families and agencies</td> <td style="width: 16.6%;">Provide counseling and support</td> <td style="width: 16.6%;">Conduct investigations</td> <td style="width: 16.6%;">Maintain strict confidentiality</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> </tr> </table>	Ensure legislation standards and guidelines are being enforced	Respond to reports of child abuse	Accept referrals from individuals, families and agencies	Provide counseling and support	Conduct investigations	Maintain strict confidentiality	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Identify nature of problem</td> <td style="width: 16.6%;">Prepare court documents</td> <td style="width: 16.6%;">Develop and implement Case Plans</td> <td style="width: 16.6%;">Participate in case counseling</td> <td style="width: 16.6%;">Develop foster care</td> <td style="width: 16.6%;">Provide adoption services</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> </tr> </table>	Identify nature of problem	Prepare court documents	Develop and implement Case Plans	Participate in case counseling	Develop foster care	Provide adoption services	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>		
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Mental Health	Ensure mental health services are available	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Ensure legislation standards and guidelines are being enforced</td> <td style="width: 16.6%;">Identify mental health needs and risk</td> <td style="width: 16.6%;">Identify services, resources and supports</td> <td style="width: 16.6%;">Participate in mental health case counseling</td> <td style="width: 16.6%;">Provide counseling services</td> <td style="width: 16.6%;">Provide referral services</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> </tr> </table>	Ensure legislation standards and guidelines are being enforced	Identify mental health needs and risk	Identify services, resources and supports	Participate in mental health case counseling	Provide counseling services	Provide referral services	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>
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Community Corrections	Provide community corrections services	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Ensure legislation standards and guidelines are being enforced</td> <td style="width: 16.6%;">Act as an officer of the court</td> <td style="width: 16.6%;">Supervise probation, parole and/or conditional sentences</td> <td style="width: 16.6%;">Provide counseling and support</td> <td style="width: 16.6%;">Conduct investigations</td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td></td> </tr> </table>	Ensure legislation standards and guidelines are being enforced	Act as an officer of the court	Supervise probation, parole and/or conditional sentences	Provide counseling and support	Conduct investigations		P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	
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Community Corrections	Supervise persons on probation or parole	Discuss terms of probation with individuals	Provide counseling and support	Advise on meeting require-ments	Monitor and report on progress	Complete progress reports and recommendati ons	Participate in case counseling	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5		
		Provide pre-sentence reports	Conduct community assessments on individuals	Provide counseling and support	Supervise individuals on conditional sentences	Supervise Young Offenders	Supervise referrals from Youth Justice Committee	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5		
		Identify potential clients	Provide counseling to individuals	Accept referrals from individuals, families and agencies	Provide group counseling	Identify types of addiction		P		S	5	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 community wellness programs	Deliver presenta-tions to various groups and organ-izations	P		S	4	P		S	4	P		S	4	P		S	4	P		S	4	P		S	4	P	
Counselling	Provide counseling services																																
	Provide community education and support																																

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Counselling	Provide community education and support	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Access promotional materials and information</td> <td style="width: 25%;">Develop promotional materials and information</td> <td style="width: 25%;">Evaluate the effectiveness of programs</td> <td style="width: 25%;"></td> </tr> <tr> <td>P S 4</td> <td>P S 4</td> <td>P S 4</td> <td></td> </tr> </table>	Access promotional materials and information	Develop promotional materials and information	Evaluate the effectiveness of programs		P S 4	P S 4	P S 4					
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Participate in community development	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Conduct community needs assess-ments</td> <td style="width: 25%;">Liaise with community programs and services</td> <td style="width: 25%;">Conduct program evaluations</td> <td style="width: 25%;">Facilitate workshops, groups, etc.</td> <td style="width: 25%;">Ensure ongoing contact with local agencies including the Health Centre, RCMP and school</td> <td style="width: 25%;">Participate on interagency committees</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>	Conduct community needs assess-ments	Liaise with community programs and services	Conduct program evaluations	Facilitate workshops, groups, etc.	Ensure ongoing contact with local agencies including the Health Centre, RCMP and school	Participate on interagency committees	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												
Services For The Aged And Handicapped	Administer the aged and handicapped program	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Conduct needs assess-ments</td> <td style="width: 25%;">Assist with obtaining resources</td> <td style="width: 25%;">Monitor needs</td> <td style="width: 25%;">Monitor development</td> <td style="width: 25%;">Maintain a resource library</td> <td style="width: 25%;">Maintain current and accurate records on numbers and types of clients</td> </tr> <tr> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> </tr> </table>	Conduct needs assess-ments	Assist with obtaining resources	Monitor needs	Monitor development	Maintain a resource library	Maintain current and accurate records on numbers and types of clients	P S 5	P S 5	P S 5	P S 5	P S 5	P S 5
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Knowledge	Possess knowledge of counseling and social programs	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	5						
Financial Management	Prepare financial reports	Prepare variance reports	Report to funding agencies	Review quarterly variance reports	Submit reports to council for approval																		
		P		S	4	P		S	4	P		S	4	P		S	4						
Executive Functions/Health Board Support	Provide support to the Health Board	Prepare briefing notes, and positions	Prepare discussion papers	Provide advice to Health Board	Make recommendations	Seek legal interpretation and advice	Draft policies and guidelines																
		P		S	4	P		S	4	P		S	4	P		S	4	P		S	4	P	
Legislation	Ensure compliance	Identify applicable legislation	Demonstrate familiarity with applicable legislation	Comply with applicable legislation	Comply with policies and procedures																		
		P		S	5	P		S	5	P		S	5	P		S	5						
Perform Administrative Functions	Conduct Planning	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	

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Perform Administrative Functions	Provide Information Management	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Keep daily reports</td> <td style="width: 25%;">Track data using computer software applications</td> <td style="width: 25%;">Generate activity reports for clients and council</td> <td style="width: 25%;"></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> </tr> </table>	Keep daily reports	Track data using computer software applications	Generate activity reports for clients and council		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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Technical Skills	Operate computer programs	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Use word processing software programs</td> <td style="width: 25%;">Use spreadsheet software programs</td> <td style="width: 25%;">Operate e-mail and Internet</td> <td style="width: 25%;">Use database software programs</td> <td style="width: 25%;">Use presentation programs</td> <td style="width: 25%;"></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></td> </tr> </table>	Use word processing software programs	Use spreadsheet software programs	Operate e-mail and Internet	Use database software programs	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"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	
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Human Resource Management	Work in a team environment	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Read and comprehend business documents</td> <td style="width: 25%;">Write clearly and concisely</td> <td style="width: 25%;">Practice listening skills</td> <td style="width: 25%;">Speak effectively</td> <td style="width: 25%;">Make presentations</td> <td style="width: 25%;">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"/> 5</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"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</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"/> 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
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Communication	Use effective communication	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Read and comprehend business documents</td> <td style="width: 25%;">Write clearly and concisely</td> <td style="width: 25%;">Practice listening skills</td> <td style="width: 25%;">Speak effectively</td> <td style="width: 25%;">Make presentations</td> <td style="width: 25%;">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"/> 5</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"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</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"/> 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
		Read and comprehend business documents	Write clearly and concisely	Practice listening skills	Speak effectively	Make presentations	Demonstrate negotiation skills							
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Human Resource Management	Work in a team environment	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Work cooperatively with other</td> <td style="width: 25%;">Oversee casual employees</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></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></td> <td></td> <td></td> <td></td> </tr> </table>	Work cooperatively with other	Oversee casual employees					P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4				
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COMMUNITY SOCIAL WORKER

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill												
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%;">Be self-motivated</td> <td style="width: 16.6%;">Be depended-able</td> <td style="width: 16.6%;">Maintain confidentiality</td> <td style="width: 16.6%;">Make effective decisions</td> </tr> <tr> <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"/> 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	Be self-motivated	Be depended-able	Maintain confidentiality	Make effective decisions	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"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4
	Manage stress	Take direction	Be self-motivated	Be depended-able	Maintain confidentiality	Make effective decisions								
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	Demonstrate good work habits	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Manage time</td> <td style="width: 16.6%;">Perform related duties</td> <td style="width: 16.6%;">Be punctual</td> <td style="width: 16.6%;">Be flexible</td> <td style="width: 16.6%;">Be organized</td> <td style="width: 16.6%;">Work with minimal supervision</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"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> </tr> </table>	Manage time	Perform related duties	Be punctual	Be flexible	Be organized	Work with minimal supervision	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"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5
	Manage time	Perform related duties	Be punctual	Be flexible	Be organized	Work with minimal supervision								
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Demonstrate positive personal attributes and ethical behaviour	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Meet deadlines</td> <td style="width: 16.6%;">Use analytical skills</td> <td style="width: 16.6%;">Be responsible</td> <td style="width: 16.6%;">Be a team player</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <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"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td></td> <td></td> </tr> </table>	Meet deadlines	Use analytical skills	Be responsible	Be a team player			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			
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Demonstrate positive personal attributes and ethical behaviour	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Accept change</td> <td style="width: 16.6%;">Adapt to situations</td> <td style="width: 16.6%;">Compromise</td> <td style="width: 16.6%;">Separate personal and professional life</td> <td style="width: 16.6%;">Take training</td> <td style="width: 16.6%;">Be patient</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"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> </tr> </table>	Accept change	Adapt to situations	Compromise	Separate personal and professional life	Take training	Be patient	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"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	
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Demonstrate positive personal attributes and ethical behaviour	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Maintain a positive attitude</td> <td style="width: 16.6%;">Be honest</td> <td style="width: 16.6%;">Possess a sense of humour</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <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"/> 4 S <input type="checkbox"/> 4</td> <td></td> <td></td> <td></td> </tr> </table>	Maintain a positive attitude	Be honest	Possess a sense of humour				P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> 4 S <input type="checkbox"/> 4				
Maintain a positive attitude	Be honest	Possess a sense of humour												
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Respect self and others	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Display tact</td> <td style="width: 16.6%;">Cooperate with others</td> <td style="width: 16.6%;">Respond positively to others</td> <td style="width: 16.6%;">Be courteous</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <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"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td></td> <td></td> </tr> </table>	Display tact	Cooperate with others	Respond positively to others	Be courteous			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"/> 4			
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COMMUNITY SOCIAL WORKER

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill
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Professionalism

Possess cultural and political knowledge

Practice cross cultural skills	Be familiar with political situation	Demonstrate awareness of traditional knowledge	Possess knowledge of community		
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	<input type="checkbox"/>	<input type="checkbox"/>

Demonstrate leadership skills

Demonstrate fair, equitable and consistent behaviour	Be accessible	Seek professional and technical advice			
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**COMMUNITY SOCIAL WORKER
Training Needs Assessment Evaluation Form**

Comments:

1. Supervisor's Comments

2. Expectations For The Coming Year/Workplan

**COMMUNITY SOCIAL WORKER
Training Needs Assessment Evaluation Form**

3. Employee Goals And Objectives

4. Career Goals

COMMUNITY SOCIAL WORKER 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: