

**DAY CARE COORDINATOR
Training Needs Assessment Evaluation Form**

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

DAY CARE 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 (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.

DAY CARE COORDAINTOR

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill																																	
Pre-School/Daycare Programs	Develop appropriate pre-school program	Plan activities to meet the physical, emotional, intellectual and social needs	Implement activities	Provide nutritious snacks and lunches	Provide adequate equipment and activities	Ensure the equipment and facility are clean and well maintained	Ensure the equipment and facilities are safe at all times	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5				
		Plan weekly and monthly schedules and activities	Develop culturally appropriate programs and activities	Develop activities that introduce math concepts	Develop activities that introduce literacy concepts	Establish disciplinary policies and procedures	Be familiar with emergency procedures	P		S	4	P		S	4	P		S	4	P		S	5	P		S	5	P		S	5	P		S	5
		Maintain current, accurate and confidential clients files						P		S	5																								
Supervise children in the pre-school		Ensure children are supervised at all times	Provide various experiences and activities including songs, games and story telling	Promote activities that build children's esteem	Provide comfort to children	Implement positive discipline when required	Clearly and effectively communicate in a manner that children understand	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5

DAY CARE COORDAINTOR

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Major Category	Skill	Subskill																			
Pre-School/Daycare Programs	Supervise children in the pre-school	Observe children and make note of progress	Integrate children with special needs in a positive and respectful manner	Make note of any possible learning problems																	
		P		S	4	P		S	5	P		S	5								
	Communicate with parents and members of the community	Keep parents informed of program expectations and activities	Discuss children's development with parents	Discuss discipline problems with parents	Discuss strategies to deal with discipline problems	Discuss potential learning difficulties with parents	Discuss potential learning difficulties with professionals with the permission of parents														
		P		S	4	P		S	4	P		S	4	P		S	4	P		S	4
	Possess knowledge of pre-school programming	Participate in community activities	Promote literacy and early education in the community																		
		P		S	3	P		S	3												
		Possess knowledge of child development	Possess knowledge of early education theories and practices	Possess knowledge of safe and appropriate activities for children																	
		P		S	5	P		S	5	P		S	5								

DAY CARE COORDAINTOR

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill												
Maintain Workplace Safety	Practice workplace health and safety	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Adhere to occupational health and safety regulations</td> <td style="width: 16.6%;">Assess workplace hazards</td> <td style="width: 16.6%;">Maintain CPR and First Aid certification</td> <td style="width: 16.6%;">Meet WHMIS guidelines</td> <td style="width: 16.6%;">Maintain minimum housekeeping standards</td> <td style="width: 16.6%;">Possess knowledge of emergency response procedures</td> </tr> <tr> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> <td>P S 4</td> <td>P S 5</td> <td>P S 5</td> </tr> </table>	Adhere to occupational health and safety regulations	Assess workplace hazards	Maintain CPR and First Aid certification	Meet WHMIS guidelines	Maintain minimum housekeeping standards	Possess knowledge of emergency response procedures	P S 5	P S 5	P S 5	P S 4	P S 5	P S 5
		Adhere to occupational health and safety regulations	Assess workplace hazards	Maintain CPR and First Aid certification	Meet WHMIS guidelines	Maintain minimum housekeeping standards	Possess knowledge of emergency response procedures							
P S 5	P S 5	P S 5	P S 4	P S 5	P S 5									
Perform Administrative Functions	Provide information management	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Safely store chemicals</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P S 5</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Safely store chemicals						P S 5					
		Safely store chemicals												
P S 5														
Perform Administrative Functions	Maintain inventories	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Keep daily reports</td> <td style="width: 16.6%;">Track data using computer software applications</td> <td style="width: 16.6%;">Generate activity reports for clients and council</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P S 3</td> <td>P S 4</td> <td>P S 3</td> <td></td> <td></td> <td></td> </tr> </table>	Keep daily reports	Track data using computer software applications	Generate activity reports for clients and council				P S 3	P S 4	P S 3			
		Keep daily reports	Track data using computer software applications	Generate activity reports for clients and council										
P S 3	P S 4	P S 3												
Technical Skills	Possess computer skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Maintain stock inventory</td> <td style="width: 16.6%;">Take inventory</td> <td style="width: 16.6%;"></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></td> <td></td> <td></td> <td></td> </tr> </table>	Maintain stock inventory	Take inventory					P S 4	P S 4				
		Maintain stock inventory	Take inventory											
P S 4	P S 4													
Technical Skills	Schedule work	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Develop work plans, strategies and contingencies</td> <td style="width: 16.6%;">Follow work plans</td> <td style="width: 16.6%;">Organize tasks</td> <td style="width: 16.6%;">Monitor results</td> <td style="width: 16.6%;">Evaluate results</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>P S 4</td> <td></td> </tr> </table>	Develop work plans, strategies and contingencies	Follow work plans	Organize tasks	Monitor results	Evaluate results		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										
Technical Skills	Schedule work	<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%;">Operate e-mail and Internet</td> <td style="width: 16.6%;">Use graphics programs and desktop publishing</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P S 4</td> <td>P S 3</td> <td>P S 3</td> <td>P S 3</td> <td></td> <td></td> </tr> </table>	Use word processing software programs	Use spreadsheet software programs	Operate e-mail and Internet	Use graphics programs and desktop publishing			P S 4	P S 3	P S 3	P S 3		
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Communication	Maintain public relations	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Maintain customer service</td> <td style="width: 25%;">Assist with community events</td> <td style="width: 25%;">Liaise with community organizations and agencies</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td style="text-align: center;">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"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 4			
		Maintain customer service	Assist with community events	Liaise with community organizations and agencies										
	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 4											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Provide education about programs and services</td> <td style="width: 25%;">Develop information pamphlets and brochures</td> <td style="width: 25%;">Perform public speaking duties</td> <td style="width: 25%;">Perform public relations duties</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 3</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"/> 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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	Demonstrate good work habits	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Manage time</td> <td style="width: 25%;">Demonstrate willingness to perform alternate duties as required</td> <td style="width: 25%;">Demonstrate punctuality</td> <td style="width: 25%;">Demonstrate flexibility</td> <td style="width: 25%;">Demonstrate organizational abilities</td> <td style="width: 25%;">Work with minimal supervision</td> </tr> <tr> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> </tr> </table>	Manage time	Demonstrate willingness to perform alternate duties as required	Demonstrate punctuality	Demonstrate flexibility	Demonstrate organizational abilities	Work with minimal supervision	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"/> 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"/> 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: 25%;">Accept change</td> <td style="width: 25%;">Adapt to situations</td> <td style="width: 25%;">Compromise</td> <td style="width: 25%;">Separate personal and professional life</td> <td style="width: 25%;">Pursue personal and professional development</td> <td style="width: 25%;">Demonstrate patience</td> </tr> <tr> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> </tr> </table>	Accept change	Adapt to situations	Compromise	Separate personal and professional life	Pursue personal and professional development	Demonstrate patience	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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DAY CARE COORDAINTOR

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
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	<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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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												
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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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"/>

**DAY CARE COORDINATOR
Training Needs Assessment Evaluation Form**

Comments:

1. Supervisor's Comments

2. Expectations For The Coming Year/Workplan

**DAY CARE COORDINATOR
Training Needs Assessment Evaluation Form**

3. Employee Goals And Objectives

4. Career Goals

DAY CARE COORDINATOR Training Needs Assessment Evaluation Form

5. Recommended Training

6. Employee Comments

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