

**FIRE CHIEF**  
**Training Needs Assessment Evaluation Form**

**Personal/Position Information**

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

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

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

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

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

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

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

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

# FIRE CHIEF

## 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:

Each competency is to be rated as follows:

- 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

- 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.

# FIRE CHIEF

## Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill																							
<b>Fire Programs</b>	<b>Fire fighting policies</b>	Establish appropriate fire fighting techniques	Plan fire fighting strategies	Liaise with Emergency Response Committee	Ensure fire fighting policies and procedures are strictly adhered to																				
		P		S	5	P		S	5	P		S	5	P		S	5								
	<b>Recruit volunteer fire fighters</b>	Recruit volunteer fire fighters	Orient volunteer fire fighters	Facility training of volunteer fire fighters	Evaluate the performance of volunteer fire fighters	Develop employee recognition programs	Discipline volunteer fire fighters																		
		P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5
		Dismiss volunteer fire fighters as necessary																							
		P		S	5																				
<b>Store and inspect fire fighting equipment</b>	<b>Store and inspect fire fighting equipment</b>	Store fire fighting equipment	Store fire truck	Safely store chemicals	Inspect fire truck as scheduled	Inspect fire fighting equipment as scheduled	Inspect fire fighting apparatus as scheduled																		
		P		S	5	P		S	5	P		S	5	P		S	5	P		S	5				
		Make recommendations on replacement or repair of equipment	Inspect buildings and facilities to ensure compliance with fire codes	Coordinate regular maintenance of fire truck	Coordinate regular maintenance of fire fighting equipment																				
	P		S	5	P		S	5	P		S	5	P		S	5									

# FIRE CHIEF

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Major Category	Skill	Subskill																																	
Fire Programs	Take sole command in the event of a fire	Establish command and control at the scene of a fire	Ensure command and control methods are adhered to	Make all decision concerning the appropriate response to a fire	Make all decisions concerning the appropriate method to fight a fire	Direct all activities at the scene of the fire	Ensure fire fighters are responding in a safe and appropriate manner	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5				
		Investigate the cause of a fire once it has been extinguished	Submit reports on findings to the Fire Marshall's Office	Advise the RCMP and other agencies of suspicion of arson	Maintain records of incidence of fire, injuries or loss	Prepare reports on all areas of fire fighting					P		S	5	P		S	5	P		S	5	P		S	5	P		S	5					
	Follow up after a fire	Provide information to community members on fire safety	Provide information to businesses and organizations on fire safety	Provide information to school groups and other organizations	Make presentations on fire safety	Implement fire prevention education and awareness programs	Coordinate fire prevention week activities	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	4
		Possess knowledge of fire fighting techniques and methods	Possess knowledge of command and control techniques	Possess knowledge of investigation and evidence gathering techniques	Possess knowledge of office fighting training programs	Possess knowledge of fire prevention education and awareness programs	Possess knowledge of public safety theories and methods	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	4

# FIRE CHIEF

## Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill												
<b>Fire Programs</b>	<b>Possess knowledge of fire fighting and prevention</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Possess knowledge of emergency response techniques</td> <td style="width: 16.6%;">Possess knowledge of volunteer recruitment, training and recognition</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 <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Possess knowledge of emergency response techniques	Possess knowledge of volunteer recruitment, training and recognition					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													
<b>Financial Management</b>	<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%;">Estimate areas of revenue</td> <td style="width: 16.6%;">Estimate expenditures</td> <td style="width: 16.6%;">Forecast cash flows</td> <td style="width: 16.6%;">Allocate funds to program activity</td> <td style="width: 16.6%;">Prepare draft budgets</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>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> </tr> </table>	Perform cost benefit analysis	Estimate areas of revenue	Estimate expenditures	Forecast cash flows	Allocate funds to program activity	Prepare draft budgets	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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		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Submit budget for approval</td> <td style="width: 16.6%;">Implement budgets</td> <td style="width: 16.6%;">Review budgets</td> <td style="width: 16.6%;">Conduct analysis</td> <td style="width: 16.6%;">Adjust budget estimates</td> <td style="width: 16.6%;">Amend quarterly budget</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>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> </tr> </table>	Submit budget for approval	Implement budgets	Review budgets	Conduct analysis	Adjust budget estimates	Amend quarterly budget	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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		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Develop remedial action plan</td> <td style="width: 16.6%;">Implement corrective action</td> <td style="width: 16.6%;">Monitor and control costs</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"/> 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> <td></td> <td></td> </tr> </table>	Develop remedial action plan	Implement corrective action	Monitor and control costs				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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	<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 style="width: 16.6%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</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"/> 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	P <input type="checkbox"/> S <input type="checkbox"/> 3	
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# FIRE CHIEF

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<b>Financial Management</b>	<b>Prepare financial reports</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Prepare variance reports</td> <td style="width: 25%;">Report to funding agencies</td> <td style="width: 25%;">Review quarterly variance reports</td> <td style="width: 25%;">Submit report to council for approval</td> <td></td> <td></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td></td> <td></td> </tr> </table>	Prepare variance reports	Report to funding agencies	Review quarterly variance reports	Submit report to council for approval			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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<b>Executive Functions/Council Support</b>	<b>Implement band council resolutions</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Implement council directions and decisions</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Implement council directions and decisions						P <input type="checkbox"/> S <input type="checkbox"/> 4					
		Implement council directions and decisions												
	P <input type="checkbox"/> S <input type="checkbox"/> 4													
	<b>Provide support to chief and council</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Prepare briefing notes, positions</td> <td style="width: 16.6%;">Prepare discussion papers</td> <td style="width: 16.6%;">Provide advice to chief and council</td> <td style="width: 16.6%;">Make recommendations to council</td> <td style="width: 16.6%;">Seek legal interpretation and advice</td> <td style="width: 16.6%;">Draft policies and guidelines</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> </tr> </table>	Prepare briefing notes, positions	Prepare discussion papers	Provide advice to chief and council	Make recommendations to council	Seek legal interpretation and advice	Draft policies and guidelines	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	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 3
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<b>Ensure compliance</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Identify applicable legislation</td> <td style="width: 16.6%;">Demonstrate familiarity with applicable legislation</td> <td style="width: 16.6%;">Comply with applicable legislation</td> <td style="width: 16.6%;">Comply with policies and procedures</td> <td></td> <td></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>	Identify applicable legislation	Demonstrate familiarity with applicable legislation	Comply with applicable legislation	Comply with policies and procedures			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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<b>Maintain workplace safety</b>	<b>Practice workplace health and safety</b>	<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%;">Possess knowledge of spill response guidelines and procedures</td> <td style="width: 16.6%;">Assess workplace hazards</td> <td style="width: 16.6%;">Meet WHMIS guidelines</td> <td style="width: 16.6%;">Meet Transportation of Dangerous Goods guidelines</td> <td style="width: 16.6%;">Maintain CPR and First Aid certification</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>	Adhere to occupational health and safety regulations	Possess knowledge of spill response guidelines and procedures	Assess workplace hazards	Meet WHMIS guidelines	Meet Transportation of Dangerous Goods guidelines	Maintain CPR and First Aid certification	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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<b>Participate in risk management planning</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Assess risk</td> <td style="width: 16.6%;">Manage risk</td> <td style="width: 16.6%;">Review insurance coverage</td> <td style="width: 16.6%;">Implement loss control system</td> <td style="width: 16.6%;">Address liability issues</td> <td></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></td> </tr> </table>	Assess risk	Manage risk	Review insurance coverage	Implement loss control system	Address liability issues		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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# FIRE CHIEF

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Major Category	Skill	Subskill																			
<b>Perform administrative functions</b>	<b>Provide information management</b>	Keep daily reports	Track data using computer software applications	Generate activity reports for clients and council																	
		P		S	5	P		S	4	P		S	5								
	<b>Maintain inventories</b>	Maintain capital asset inventory	Maintain stock inventory	Take inventory																	
P			S	5	P		S	5	P		S	5									
<b>Schedule work</b>	<b>Schedule work</b>	Develop work plans, strategies and contingencies	Establish preventive maintenance schedules	Follow work plans	Organize tasks	Coordinate staff and contractor	Monitor results														
		P		S	5	P		S	5	P		S	5	P		S	5	P		S	5
		Evaluate results																			
P		S	5																		
<b>Technical Skills</b>	<b>Possess computer skills</b>	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	3	P		S	3	P		S	3	P		S	3	P		S	3
	<b>Practice technical skills</b>	Ability to read manuals and instructions	Ability to complete basic reports	Ability to deal with severe weather conditions																	
P			S	5	P		S	5	P		S	5									

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Major Category	Skill	Subskill												
<b>Human Resource Management</b>	<b>Develop staff</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Develop skills and competencies</td> <td style="width: 20%;">Identify training needs</td> <td style="width: 20%;">Provide training and development opportunities</td> <td style="width: 20%;">Conduct training sessions and workshops</td> <td style="width: 20%;">Provide on-the-job training</td> <td style="width: 20%;"></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></td> </tr> </table>	Develop skills and competencies	Identify training needs	Provide training and development opportunities	Conduct training sessions and workshops	Provide on-the-job training		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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<b>Communication</b>	<b>Use effective communication</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Read and comprehend business documents</td> <td style="width: 20%;">Write clearly and concisely</td> <td style="width: 20%;">Practice listening skills</td> <td style="width: 20%;">Speak effectively</td> <td style="width: 20%;">Make presentations</td> <td style="width: 20%;">Demonstrate negotiation skills</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>P <input type="checkbox"/> S <input type="checkbox"/> 4</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"/> 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
		Read and comprehend business documents	Write clearly and concisely	Practice listening skills	Speak effectively	Make presentations	Demonstrate negotiation skills							
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	<b>Work in a team environment</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Work cooperatively with other</td> <td style="width: 20%;">Oversee casual employees</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></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></td> <td></td> <td></td> <td></td> </tr> </table>	Work cooperatively with other	Oversee casual employees					P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5				
Work cooperatively with other	Oversee casual employees													
P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5													
	<b>Maintain public relations</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Maintain customer service</td> <td style="width: 20%;">Assist with community events</td> <td style="width: 20%;">Liaise with community organizations and agencies</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></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> <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"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	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"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4												
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>												



# FIRE CHIEF

## 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 <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"/>

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 <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"/>

Meet deadlines	Employ analytical skills	Demonstrate responsibility	Be a team player		
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"/>

**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"/> 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"/>

**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 <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"/>

Maintain a positive attitude	Demonstrate honesty	Possess sense of humour			
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"/>

**FIRE CHIEF**  
**Training Needs Assessment Evaluation Form**

**Comments:**

1. Supervisor's comments

2. Expectations for the coming year/workplan

# FIRE CHIEF

## Training Needs Assessment Evaluation Form

3. Employee goals and objectives

4. Career Goals

# FIRE CHIEF Training Needs Assessment Evaluation Form

5. Recommended training

6. Employee Comments

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