

**FIRST NATION ADMINISTRATOR TRAINEE
Training Needs Assessment Evaluation Form**

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

FIRST NATION ADMINISTRATOR TRAINEE 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.

FIRST NATION ADMINISTRATOR TRAINEE Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill												
Council Support	Assist with Band Council support and administration	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Assist with Band Council elections</td> <td style="width: 16.6%;">Help coordinate operations in the Band Office</td> <td style="width: 16.6%;">Attend Band Council meetings</td> <td style="width: 16.6%;">Assist with preparing agenda, information and resources for meetings</td> <td style="width: 16.6%;">Take minutes at meetings</td> <td style="width: 16.6%;">Maintain the minutes registry</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>	Assist with Band Council elections	Help coordinate operations in the Band Office	Attend Band Council meetings	Assist with preparing agenda, information and resources for meetings	Take minutes at meetings	Maintain the minutes registry	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%;">Be familiar with all budget and funding requirements</td> <td style="width: 16.6%;">Be familiar with Band financial policies and procedures</td> <td style="width: 16.6%;">Assist with preparation of the budget</td> <td style="width: 16.6%;">Be familiar with GAAP</td> <td style="width: 16.6%;">Assist with accounts payable operations</td> <td style="width: 16.6%;">Assist with accounts receivable operations</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>	Be familiar with all budget and funding requirements	Be familiar with Band financial policies and procedures	Assist with preparation of the budget	Be familiar with GAAP	Assist with accounts payable operations	Assist with accounts receivable operations	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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Financial Management	Assist with financial operations	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Assist with payroll functions</td> <td style="width: 16.6%;">Assist with the preparation of financial statements and reports</td> <td style="width: 16.6%;">Assist with preparation for the audit</td> <td></td> <td></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></td> <td></td> <td></td> </tr> </table>	Assist with payroll functions	Assist with the preparation of financial statements and reports	Assist with preparation for the audit				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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Program Delivery	Assist with program development and delivery	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Assist with preparation of the strategic plan</td> <td style="width: 16.6%;">Assist with preparation of the Capital Plan</td> <td style="width: 16.6%;">Be familiar with Band programs</td> <td style="width: 16.6%;">Assist in the management of Band programs</td> <td style="width: 16.6%;">Assist to ensure the delivery of Band programs</td> <td style="width: 16.6%;">Assist in the development of program reports for Council and funding agencies</td> </tr> <tr> <td style="text-align: center;">P</td><td style="text-align: center;">S</td><td style="text-align: center;">5</td> <td style="text-align: center;">P</td><td style="text-align: center;">S</td><td style="text-align: center;">5</td> <td style="text-align: center;">P</td><td style="text-align: center;">S</td><td style="text-align: center;">5</td> <td style="text-align: center;">P</td><td style="text-align: center;">S</td><td style="text-align: center;">5</td> <td style="text-align: center;">P</td><td style="text-align: center;">S</td><td style="text-align: center;">5</td> <td style="text-align: center;">P</td><td style="text-align: center;">S</td><td style="text-align: center;">5</td> </tr> </table>	Assist with preparation of the strategic plan	Assist with preparation of the Capital Plan	Be familiar with Band programs	Assist in the management of Band programs	Assist to ensure the delivery of Band programs	Assist in the development of program reports for Council and funding agencies	P	S	5	P	S	5	P	S	5	P	S	5	P	S	5	P	S	5
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Contract Management	Assist with contract services	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Prepare tender documents</td> <td style="width: 16.6%;">Invoke contribution funding and special service agreements</td> <td style="width: 16.6%;">Negotiate and monitor service contracts</td> <td style="width: 16.6%;">Comply with terms, conditions and reporting requirements</td> <td style="width: 16.6%;">Monitor and evaluate contracts</td> <td style="width: 16.6%;">Prepare legal 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;">5</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>	Prepare tender documents	Invoke contribution funding and special service agreements	Negotiate and monitor service contracts	Comply with terms, conditions and reporting requirements	Monitor and evaluate contracts	Prepare legal documents	P	S	4	P	S	5	P	S	4	P	S	4	P	S	4	P	S	4
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Land	Assist with the implementation of the land management program	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Facilitate development of community plan</td> <td style="width: 16.6%;">Develop zoning and land use regulations</td> <td style="width: 16.6%;">Coordinate planning and construction of subdivisions</td> <td style="width: 16.6%;">Maintain land and inventory files</td> <td style="width: 16.6%;">Oversee implementation of land development and services</td> <td style="width: 16.6%;">Administer leases</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>	Facilitate development of community plan	Develop zoning and land use regulations	Coordinate planning and construction of subdivisions	Maintain land and inventory files	Oversee implementation of land development and services	Administer leases	P	S	4	P	S	4	P	S	4	P	S	4	P	S	4	P	S	4
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Human Resource Management	Manage Human Resources	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Write job descriptions and skills profiles</td> <td style="width: 16.6%;">Recruit staff</td> <td style="width: 16.6%;">Analyze training requirements</td> <td style="width: 16.6%;">Provide on-the-job training</td> <td style="width: 16.6%;">Provide professional development opportunities</td> <td style="width: 16.6%;">Conduct performance evaluations</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>	Write job descriptions and skills profiles	Recruit staff	Analyze training requirements	Provide on-the-job training	Provide professional development opportunities	Conduct performance evaluations	P	S	4	P	S	4	P	S	4	P	S	4	P	S	4	P	S	4
		Write job descriptions and skills profiles	Recruit staff	Analyze training requirements	Provide on-the-job training	Provide professional development opportunities	Conduct performance evaluations																			
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Major Category	Skill	Subskill												
Human Resource Management	Assist with staff supervision	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Assist with supervision of staff</td> <td style="width: 16.6%;">Schedule staff</td> <td style="width: 16.6%;">Delegate work assignments</td> <td style="width: 16.6%;">Promote workplace performance</td> <td style="width: 16.6%;">Initiate conflict resolution</td> <td style="width: 16.6%;">Conduct staff meetings</td> </tr> <tr> <td>P S 5</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>	Assist with supervision of staff	Schedule staff	Delegate work assignments	Promote workplace performance	Initiate conflict resolution	Conduct staff meetings	P S 5	P S 4	P S 4	P S 4	P S 4	P S 4
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P S 5	P S 4	P S 4	P S 4	P S 4	P S 4									
Legislation	Comply with Legislation	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Comply with governing legislation</td> <td style="width: 16.6%;">Seek legal interpretation and advice</td> <td style="width: 16.6%;">Demonstrate familiarity with land claim negotiations and settlements</td> <td style="width: 16.6%;">Demonstrate familiarity with self-government issues</td> <td style="width: 16.6%;">Perform legislated duties</td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P S 5</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>	Comply with governing legislation	Seek legal interpretation and advice	Demonstrate familiarity with land claim negotiations and settlements	Demonstrate familiarity with self-government issues	Perform legislated duties		P S 5	P S 4	P S 4	P S 4	P S 4	
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P S 5	P S 4	P S 4	P S 4	P S 4										
Administration	Perform office Duties	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Assist with receptionist duties</td> <td style="width: 16.6%;">Prepare correspondence and documents</td> <td style="width: 16.6%;">Prepare the monthly newsletter and other communications</td> <td style="width: 16.6%;">Maintain files</td> <td style="width: 16.6%;">Respond to inquires</td> <td style="width: 16.6%;">Perform routine office duties</td> </tr> <tr> <td>P S 4</td> <td>P S 4</td> <td>P S 4</td> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> </tr> </table>	Assist with receptionist duties	Prepare correspondence and documents	Prepare the monthly newsletter and other communications	Maintain files	Respond to inquires	Perform routine office duties	P S 4	P S 4	P S 4	P S 5	P S 5	P S 5
		Assist with receptionist duties	Prepare correspondence and documents	Prepare the monthly newsletter and other communications	Maintain files	Respond to inquires	Perform routine office duties							
	P S 4	P S 4	P S 4	P S 5	P S 5	P S 5								
Schedule work	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Follow work plans</td> <td style="width: 16.6%;">Organize tasks</td> <td style="width: 16.6%;">Meet deadlines</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>P S 5</td> <td>P S 5</td> <td></td> <td></td> <td></td> </tr> </table>	Follow work plans	Organize tasks	Meet deadlines				P S 5	P S 5	P S 5				
	Follow work plans	Organize tasks	Meet deadlines											
P S 5	P S 5	P S 5												
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%;">Operate e-mail and Internet</td> <td style="width: 16.6%;">Use computerized accounting programs</td> <td style="width: 16.6%;"></td> </tr> <tr> <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> <td></td> </tr> </table>	Use word processing software programs	Use spreadsheet software programs	Use database software programs	Operate e-mail and Internet	Use computerized accounting programs		P S 5	P S 5	P S 4	P S 5	P S 5	
		Use word processing software programs	Use spreadsheet software programs	Use database software programs	Operate e-mail and Internet	Use computerized accounting programs								
P S 5	P S 5	P S 4	P S 5	P S 5										

FIRST NATION ADMINISTRATOR TRAINEE Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill											
Communication	Use effective communication	Read and comprehend business documents	Write clearly and concisely	Practice listening skills	Speak effectively								
		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								
Communication	Maintain public relations	Maintain customer service	Assist with community events	Liaise with community groups 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									
Professionalism	Demonstrate good work habits	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						
Professionalism	Demonstrate good work habits	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						
Professionalism	Demonstrate good work habits	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								
Professionalism	Demonstrate positive personal attributes and ethical behaviour	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	P <input type="checkbox"/> S <input type="checkbox"/> 5					

FIRST NATION ADMINISTRATOR TRAINEE

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill								
Professionalism	Demonstrate positive personal attributes and ethical behaviour	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Maintain a positive attitude</td> <td style="width: 25%;">Be honest</td> <td style="width: 25%;">Possess a sense of humour</td> <td style="width: 25%;"></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> </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							
	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: 25%;">Display tact</td> <td style="width: 25%;">Cooperate with others</td> <td style="width: 25%;">Respond positively to others</td> <td style="width: 25%;">Be courteous</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> </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
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							
Possess cultural and political knowledge	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Practice cross cultural skills</td> <td style="width: 25%;">Be familiar with political situation</td> <td style="width: 25%;">Demonstrate awareness of traditional knowledge</td> <td style="width: 25%;">Possess knowledge of community</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"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> </tr> </table>	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	
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							
Demonstrate leadership skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Demonstrate fair, equitable and consistent behaviour</td> <td style="width: 25%;">Be accessible</td> <td style="width: 25%;">Seek professional and technical advice</td> <td style="width: 25%;"></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></td> </tr> </table>	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		
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								

**FIRST NATION ADMINISTRATOR TRAINEE
Training Needs Assessment Evaluation Form**

Comments:

1. Supervisor's Comments

2. Expectations For The Coming Year/Workplan

**FIRST NATION ADMINISTRATOR TRAINEE
Training Needs Assessment Evaluation Form**

3. Employee Goals And Objectives

4. Career Goals

FIRST NATION ADMINISTRATOR TRAINEE Training Needs Assessment Evaluation Form

5. Recommended Training

6. Employee Comments

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