

**SENIOR GUARD/INSTRUCTOR
Training Needs Assessment Evaluation Form**

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

SENIOR GUARD/INSTRUCTOR

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.

SENIOR GUARD/INSTRUCTOR

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill
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Swimming Pool Programs

Lead Pool Staff

Supervise junior lifeguards and swimming instructors	Ensure junior lifeguards and swim instructors meet requirements	Assist in scheduling hours of work			
P S 5	P S 5	P S 5			

Maintain the facility

Clean hot tub daily	Clean change rooms	Clean lobby and deck	Ensure facility is safe for use	Inspect facility daily	
P S 4	P S 4	P S 4	P S 4	P S 4	

Take water quality samples

Test for chlorine	Test for PH levels	Test for alcoholicity	Test for calcium hardness	Advise Aquatic Supervisor of any problems	
P S 5	P S 5	P S 5	P S 4	P S 4	

Deliver swim programs

Act as senior lifeguard	Teach swim lessons	Teach aquasize classes	Teach baby sitter courses	Deliver other related programs	
P S 5	P S 5	P S 4	P S 4	P S 4	

Administer swim programs

Receive money for public swims	Cash-out and provide receipts	Keep the cash log book	Assist in scheduling swim activities	Assist in preparing lessons plans	Maintain a database of names and lessons taken
P S 4	P S 4	P S 4	P S 4	P S 4	P S 4

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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%;">Maintain minimum housekeeping standards</td> <td style="width: 16.6%;">Possess knowledge of emergency response procedures</td> <td style="width: 16.6%;">Be familiar with WHMIS</td> </tr> <tr> <td>P S 4</td> <td>P S 4</td> <td>P S 5</td> <td>P S 4</td> <td>P S 5</td> <td>P S 4</td> </tr> </table>	Adhere to occupational health and safety regulations	Assess workplace hazards	Maintain CPR and First Aid certification	Maintain minimum housekeeping standards	Possess knowledge of emergency response procedures	Be familiar with WHMIS	P S 4	P S 4	P S 5	P S 4	P S 5	P S 4
		Adhere to occupational health and safety regulations	Assess workplace hazards	Maintain CPR and First Aid certification	Maintain minimum housekeeping standards	Possess knowledge of emergency response procedures	Be familiar with WHMIS							
	P S 4	P S 4	P S 5	P S 4	P S 5	P S 4								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Water Safety Instructor Certificate</td> <td style="width: 16.6%;">First Aid and CPR Certificate</td> <td style="width: 16.6%;">National Lifeguard Standard Instructor /Examiner Certificate</td> <td style="width: 16.6%;">Examiner to Bronze Cross Level</td> <td style="width: 16.6%;">Fitness Instructor Certificate (Preferred)</td> <td style="width: 16.6%;">First Aid Instructor (Preferred)</td> </tr> <tr> <td>P S 4</td> <td>P S 4</td> <td>P S 5</td> <td>P S 4</td> <td>P S 5</td> <td>P S 4</td> </tr> </table>	Water Safety Instructor Certificate	First Aid and CPR Certificate	National Lifeguard Standard Instructor /Examiner Certificate	Examiner to Bronze Cross Level	Fitness Instructor Certificate (Preferred)	First Aid Instructor (Preferred)	P S 4	P S 4	P S 5	P S 4	P S 5	P S 4	
Water Safety Instructor Certificate	First Aid and CPR Certificate	National Lifeguard Standard Instructor /Examiner Certificate	Examiner to Bronze Cross Level	Fitness Instructor Certificate (Preferred)	First Aid Instructor (Preferred)									
P S 4	P S 4	P S 5	P S 4	P S 5	P S 4									
Obtain required certificates	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Pool Operators 1 Certificate (Preferred)</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 4</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Pool Operators 1 Certificate (Preferred)						P S 4						
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Provide information management	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Keep daily reports of activities and pool usage</td> <td style="width: 16.6%;">Track data using computer software applications</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>	Keep daily reports of activities and pool usage	Track data using computer software applications					P S 4	P S 4					
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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%;">Coordinate staff</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>P S 4</td> <td>P S 3</td> <td></td> <td></td> </tr> </table>	Develop work plans, strategies and contingencies	Follow work plans	Organize tasks	Coordinate staff			P S 4	P S 4	P S 4	P S 3			
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P S 4	P S 4	P S 4	P S 3											

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Major Category	Skill	Subskill																			
Technical Skills	Possess computer skills	Use word processing software programs	Use spreadsheet software programs																		
		P		S	3	P		S	3												
	Practice technical skills	Ability to read manuals and instructions	Ability to complete basic reports																		
		P		S	5	P		S	4												
Human Resource Management	Assist with supervising staff	Provide advice and assistance with staff recruitment	Participate in applicant interviews	Assist with selection of staff	Supervise pool staff																
		P		S	3	P		S	3	P		S	3	P		S	4				
	Work in a team environment	Work cooperatively with others	Oversee casual employees																		
		P		S	4	P		S	4												
Communication	Use effective communication	Read and comprehend business documents	Write clearly and concisely	Practice listening skills	Speak effectively																
		P		S	3	P		S	4	P		S	4	P		S	4				
	Maintain public relations	Maintain customer service	Assist with community events	Liaise with community organizations and agencies																	
		P		S	5	P		S	5	P		S	5								

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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

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

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		

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

Demonstrate positive personal attributes and ethical behaviour

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

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

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		

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Professionalism

Demonstrate leadership skills

Demonstrate fair, equitable and consistent behaviour	Be accessible	Seek professional and technical advice			
P S 5	P S 5	P S 5			

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Comments:

1. Supervisor's comments

2. Expectations for the coming year/workplan

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3. Employee goals and objectives

4. Career Goals

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5. Recommended Training

6. Employee Comments

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