

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

**Personal/Position Information**

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

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

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

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

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

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

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

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

# DAY CARE 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.

# DAY CARE WORKER

## Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill												
<b>Pre-School/Daycare Programs</b>	<b>Develop appropriate pre-school program</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Plan activities to meet the physical, emotional, intellectual and social needs</td> <td style="width: 16.6%;">Implement activities</td> <td style="width: 16.6%;">Provide nutritious snacks and lunches</td> <td style="width: 16.6%;">Provide adequate equipment and activities</td> <td style="width: 16.6%;">Ensure the equipment and facility are clean and well maintained</td> <td style="width: 16.6%;">Ensure the equipment and facilities are safe at all times</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>	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 <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
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									
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Plan weekly and monthly schedules and activities</td> <td style="width: 16.6%;">Develop culturally appropriate programs and activities</td> <td style="width: 16.6%;">Develop activities that introduce math concepts</td> <td style="width: 16.6%;">Develop activities that introduce literacy concepts</td> <td style="width: 16.6%;">Establish disciplinary policies and procedures</td> <td style="width: 16.6%;">Be familiar with emergency procedures</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"/> 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>	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 <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"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5		
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Maintain current, accurate and confidential clients files</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 <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Maintain current, accurate and confidential clients files						P <input type="checkbox"/> S <input type="checkbox"/> 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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P <input type="checkbox"/> S <input type="checkbox"/> 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
	<b>Supervise children in the pre-school</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Ensure children are supervised at all times</td> <td style="width: 16.6%;">Provide various experiences and activities including songs, games and story telling</td> <td style="width: 16.6%;">Promote activities that build children's esteem</td> <td style="width: 16.6%;">Provide comfort to children</td> <td style="width: 16.6%;">Implement positive discipline when required</td> <td style="width: 16.6%;">Clearly and effectively communicate in a manner that children understand</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>	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 <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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Major Category	Skill	Subskill
<b>Pre-School/Daycare Programs</b>	<b>Supervise children in the pre-school</b>	<div style="display: flex; justify-content: space-between;"> <div style="width: 25%;">Observe children and make note of progress</div> <div style="width: 25%;">Integrate children with special needs in a positive and respectful manner</div> <div style="width: 25%;">Make note of any possible learning problems</div> <div style="width: 25%;"></div> </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <div style="width: 25%;">P <input type="checkbox"/> S <input type="checkbox"/> 4</div> <div style="width: 25%;">P <input type="checkbox"/> S <input type="checkbox"/> 5</div> <div style="width: 25%;">P <input type="checkbox"/> S <input type="checkbox"/> 5</div> <div style="width: 25%;"></div> </div>
		<div style="display: flex; justify-content: space-between;"> <div style="width: 25%;"></div> <div style="width: 25%;"></div> <div style="width: 25%;"></div> <div style="width: 25%;"></div> </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <div style="width: 25%;"></div> <div style="width: 25%;"></div> <div style="width: 25%;"></div> <div style="width: 25%;"></div> </div>
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	<b>Communicate with parents and members of the community</b>	<div style="display: flex; justify-content: space-between;"> <div style="width: 25%;">Keep parents informed of program expectations and activities</div> <div style="width: 25%;">Discuss children's development with parents</div> <div style="width: 25%;">Discuss discipline problems with parents</div> <div style="width: 25%;">Discuss strategies to deal with discipline problems</div> <div style="width: 25%;">Discuss potential learning difficulties with parents</div> <div style="width: 25%;">Discuss potential learning difficulties with professionals with the permission of parents</div> </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <div style="width: 25%;">P <input type="checkbox"/> S <input type="checkbox"/> 4</div> <div style="width: 25%;">P <input type="checkbox"/> S <input type="checkbox"/> 4</div> <div style="width: 25%;">P <input type="checkbox"/> S <input type="checkbox"/> 4</div> <div style="width: 25%;">P <input type="checkbox"/> S <input type="checkbox"/> 4</div> <div style="width: 25%;">P <input type="checkbox"/> S <input type="checkbox"/> 4</div> <div style="width: 25%;">P <input type="checkbox"/> S <input type="checkbox"/> 4</div> </div>
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		<div style="display: flex; justify-content: space-between;"> <div style="width: 25%;">Participate in community activities</div> <div style="width: 25%;">Promote literacy and early education in the community</div> <div style="width: 25%;"></div> <div style="width: 25%;"></div> </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <div style="width: 25%;">P <input type="checkbox"/> S <input type="checkbox"/> 3</div> <div style="width: 25%;">P <input type="checkbox"/> S <input type="checkbox"/> 3</div> <div style="width: 25%;"></div> <div style="width: 25%;"></div> </div>
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	<b>Possess knowledge of pre-school programming</b>	<div style="display: flex; justify-content: space-between;"> <div style="width: 25%;">Possess knowledge of child development</div> <div style="width: 25%;">Possess knowledge of early education theories and practices</div> <div style="width: 25%;">Possess knowledge of safe and appropriate activities for children</div> <div style="width: 25%;"></div> </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <div style="width: 25%;">P <input type="checkbox"/> S <input type="checkbox"/> 5</div> <div style="width: 25%;">P <input type="checkbox"/> S <input type="checkbox"/> 5</div> <div style="width: 25%;">P <input type="checkbox"/> S <input type="checkbox"/> 5</div> <div style="width: 25%;"></div> </div>
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Major Category	Skill	Subskill												
<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%;">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 <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>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	Assess workplace hazards	Maintain CPR and First Aid certification	Meet WHMIS guidelines	Maintain minimum housekeeping standards	Possess knowledge of emergency response 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"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5
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<b>Practice workplace health and safety</b>	<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 <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Safely store chemicals						P <input type="checkbox"/> S <input type="checkbox"/> 5						
Safely store chemicals														
P <input type="checkbox"/> S <input type="checkbox"/> 5														
<b>Perform Administrative Functions</b>	<b>Provide information management</b>	<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 <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 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 <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 3			
	Keep daily reports	Track data using computer software applications	Generate activity reports for clients and council											
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<b>Maintain inventories</b>	<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 <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>	Maintain stock inventory	Take inventory					P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4					
Maintain stock inventory	Take inventory													
P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4													
<b>Technical Skills</b>	<b>Schedule work</b>	<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 <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>	Develop work plans, strategies and contingencies	Follow work plans	Organize tasks	Monitor results	Evaluate results		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	
	Develop work plans, strategies and contingencies	Follow work plans	Organize tasks	Monitor results	Evaluate results									
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										
<b>Possess computer skills</b>	<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 <input type="checkbox"/> S <input type="checkbox"/> 4</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>	Use word processing software programs	Use spreadsheet software programs	Operate e-mail and Internet	Use graphics programs and desktop publishing			P <input type="checkbox"/> S <input type="checkbox"/> 4	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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Major Category	Skill	Subskill												
Communication	<b>Maintain public relations</b>	<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> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</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										
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	<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> </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> </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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	<b>Provide information</b>	<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>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"/> 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"/> 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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<b>Demonstrate positive personal attributes and ethical behaviour</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Maintain a positive attitude</td> <td style="width: 25%;">Demonstrate honesty</td> <td style="width: 25%;">Possess sense of humour</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"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td></td> <td></td> <td></td> </tr> </table>	Maintain a positive attitude	Demonstrate honesty	Possess sense of humour				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				
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# DAY CARE WORKER

## Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill												
<b>Professionalism</b>	<b>Demonstrate good work habits</b>	<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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# DAY CARE 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"/>



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

**Comments:**

1. Supervisor's Comments

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2. Expectations For The Coming Year/Workplan

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

3. Employee Goals And Objectives

4. Career Goals

# DAY CARE WORKER

## Training Needs Assessment Evaluation Form

### 5. Recommended Training

### 6. Employee Comments

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