



# 2013/2014 Individual Community Training Needs Assessment

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

Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

Signature: \_\_\_\_\_

Municipal Government Program							
<b>MGP – Core Courses:</b>	Required Yes/No	# of Students	Timing	<b>MGP – Specialty Courses: Recreation Leaders</b>	Required Yes/No	# of Students	Timing
Introduction to Computers				Working With Boards & Volunteers			
Public Sector Finance				Recreation Programming			
Human Resources				Facility Operations			
Management Communications				Risk Management			
Intro to Northern Government				Recreation Activities			
<b>MGP – Specialty Courses: Assistant SAO</b>				<b>MGP – Specialty Courses: Office Administration</b>			
Council Governance				Office Systems			
Municipality & the Law				Advanced Office Systems			
Municipal Finances				Business Communications			
Tenders, Contracts & Proposals				Advanced Computer Applications			
Programs, Planning & Implementation				Bookkeeping			
<b>MGP – Specialty Courses: Works Forman</b>				<b>MGP – Specialty Courses: Finance Officer (online)</b>			
Municipal Works Operations				Business Math			
Workplace Safety				Accounting Cycle 1			
Maintenance Planning & Management				Accounting Cycle 2			
Capital Planning & Project Management				Automated Accounting			
Waste, Wastewater & Solid Waste Management				Budgeting, Monitoring & Control			
<b>MGP – Specialty Courses: Planning &amp; Lands Administrators</b>				<b>MGP – Specialty Courses: Other</b>			
Introduction to Community Planning and Lands				Community Radio Operator (online)			
Land Administration 1							
Land Administration 2							
Community Planning 1							
Community Planning 2							

Protection Services Training	Required	# of	Timing	Targeted Training	Required	# of	Timing
	Yes/No	Students			Yes/No	Students	
General Level Fire Fighting				AccPac			
Fire Fighting – Level 1				AutoCAD LT			
Fire Fighting – Level 2				Bylaw Officer			
Incident Command				Class 3 / Air Brakes			
Fire Ground Management				Solid Waste Management			
Fire Service Instructor – Level 1				Household Hazardous Waste			
Fire Inspector				SAO Professional Development			
Fire Officer				MMOS			
Fire & Life Safety Educator Level 1				Bronze Medallion			
Fire and Life Safety Level 2/3				Pool Facility Maintenance			
Pump Operators A				Ice Making			
Basic SAR				Arena Operators			
Advanced SAR				Driver Upgrading			
Management SAR				Class 2 / School Bus Driver			
<b>Other Courses</b> (please specify type, number of students etc.)							

Additional Comments may be added below, or on a separate page:

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**Note:**

JFM – January, February, March      AMJ – April, May, June      JAS – July, August, September      OND – October, November, December

Submit to:

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ᐱᑦᑲᑦᑲᑦ / Phone: (867) 975-5361 ~ ᐱᑦᑲᑦᑲᑦ / Toll-Free: 1-866-770-5218		~ ᐱᑦᑲᑦᑲᑦ / Fax: (867) 975-5340		