



2011/2012 Individual Community Training Needs Assessment

Community: _____

Date: _____

Completed by: _____

Signature: _____

Municipal Government Program							
MGP – Core Courses:	Required Yes/No	# of Students	Timing	MGP – Specialty Courses: Recreation Leaders	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			
MGP – Specialty Courses: Assistant SAO				MGP – Specialty Courses: Office Administration			
Council Governance				Office Systems			
Municipality & the Law				Advanced Office Systems			
Municipal Finances				Business Communications			
Tenders, Contracts & Proposals				Advanced Computer Applications			
Programs, Planning & Implementation				Bookkeeping			
MGP – Specialty Courses: Works Forman				MGP – Specialty Courses: Economic Development Officer			
Municipal Works Operations				Business Math			
Workplace Safety				Basic Marketing			
Maintenance Planning & Management				Small Business Management			
Capital Planning & Project Management				Intro to Community Development			
Waste, Wastewater & Solid Waste Management				Intro to Community Economic Dev			
MGP – Specialty Courses: Planning & Lands Administrators				MGP – Specialty Courses: Finance Officer (online)			
Introduction to Community Planning and Lands				Business Math			
Land Administration 1				Accounting Cycle 1			
Land Administration 2				Accounting Cycle 2			
Community Planning 1				Automated Accounting			
Community Planning 2				Budgeting, Monitoring & Control			

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

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

Note:

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

Submit to:

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