

# Assessment tool:

## Knowledge gaps and training needs



<p><b>Legend</b></p> <p>1 = This team member is <b>fully able</b> to handle this task                  2 = This team member is <b>developing</b> the needed expertise                  3 = This team member has <b>no expertise</b> in this area                  4 = Our <b>team</b> has <b>no expertise</b> in this area</p> <ul style="list-style-type: none"> <li>• Cross off tasks that aren't applicable to your operation</li> <li>• Circle those you or team can become more skilled at</li> <li>• Mark with * those best handled by advisor or professional</li> </ul> <p><b>You may want to focus just on yourself to start.</b></p> <p>Date _____</p>		<p><b>Self</b></p> <p>Team member 2</p> <p>Team member 3</p> <p>Team member 4</p> <p>Team member 5</p> <p>Team member 6</p>	<p><b>Comments</b></p>
<b>Operations</b>	Land rent/negotiations		
	Inventory/storage management		
	Equipment maintenance		
	Harvest		
	Seeding/spraying		
	Cropping decisions/planning		
	Field prep/fertilizer		
	Trucking		
	Water, fencing, transport		
	Animal health		
	Herding		
	Milking		
	Breeding		
	Facilities cleanliness and management		
	<b>People</b>	Employees/family workers	
Compensation/benefits			
Communication			
Training and development			
Workload			

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		Self	Team member 2	Team member 3	Team member 4	Team member 5	Team member 6	
Marketing	Strategy							
	Pre-pricing							
	Information gathering							
	Selling							
	Cropping decisions/planning							
Finance	Bookkeeping/record keeping							
	Cashflow							
	Capital investments/purchases							
	Budgets/projections							
	Bill payments							
	Loans/negotiations/decisions							
	Taxes							
	Insurance							
Other								

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Date \_\_\_\_\_

### Comments