

Skills that should be mastered at the end of the training	Assessment after 3 months		Assessment after 6 months	
	Self Evaluation	Evaluation	Self Evaluation	Evaluation
1- Has a deep understanding of the Foundation work				
Knows and can explain the history of the Foundation				
Has a global perspective of the work and can relate to the founder's objectives				
Has a comprehensive knowledge of the vision and mission				
Has a deep understanding of the complexity of the issue of poverty.				
Has a deep understanding of the Foundation's programs				
Shows a strong sense of empathy, good relations with people, good communicational skills with communities				
2- Shows capacities in HR management				
Listens, solicits opinions and information from the team				
Makes effort to maintain good working relationship and to increase team work capacity				
Motivates and lead the team with energy				
Encourage and congratulate team when work is well accomplished				
Can lead team meetings				
Gives clear information and instructions in oral and written communication				
Can effectively solve HR issues				
Shows fairness and objectivity in conflict handling				
Shows abilities to write memos and to take proper discipline measures				
Conduct yearly assessments of the workers				
Actively reinforces the skills of the staff, provides expertise, training and support				
Knows how to manage a recrutement and integrate new employees				
3- Planning, monitoring and reporting				
Plans yearly objectives and targets. Sees to the proper achievement of the objectives				
Can construct strategic plans for short and long terms duration (identify financial and human needs related to those plans)				
Can use the monitoring tools and adjust them if needed				
Can use the database, check the data and adjust it if needed				
Anticipates ahead, respects deadlines, creates needed reminders				
Is able to write detailed, analytic and operational reports (monthly and annual reports)				

Skills that should be mastered at the end of the training	Assessment after 3 months		Assessment after 6 months	
Knows how to analyze results and statistics, makes adjustments and rectifications in consequence				
Can objectively analyse the risks when a decision has to be made				
4- Accounting, budgeting and fundraising				
Knows how to conceptualize yearly budget in adequation with objectives and strategic plans				
Rigorously checks monthly financial reports, identifies eventual mistakes and signs final approval				
Does an accurate budget follow-up, anticipates eventual additional expenses and adjusts ATIA fund requests				
Explains financial decisions to the team, knows how to refuse eventual unneeded expenses				
Makes sure that all the legal acreditations needed for the work of the foundation are valid and renewed when needed				
Demonstrated ability to raise funds (one founder is found during the training)				
Is capable to write relevant fund requests to different kind of potential funders				
Is capable to present the organization, shows confidence and credibility in front of potentiel funders				
Can justify the use of funds through precise operational and financial reports				
5- Have good and sustainable relationships with external partners				
Has a mature view of the NGO sector in the Philippines				
Collaborates actively with the Foundation's network (LGU, DSWD, partner NGOs, health centers, etc.)				
Acts as a credible representative of the Foundation in front of external partners				
Looks for further partnerships to enlarge Foundation's capacities in referring families and to increase NGO's credibility				
Studies, signs and updates MOA with partners				
Shares frequently news from partnerships with the team				
6- To establish good relationships with ATIA HQ and BOT				
Facilitates meetings with the BOT				
Encourages and finds ways to involve the BOT in the everyday tasks				
Understands ATIA policy, history and objectives				
Has regular contacts with ATIA HQ				

Skills that should be mastered at the end of the training	Assessment after 3 months		Assessment after 6 months	
Organizes relevant schedule for ATIA HQ visits				
7- Reliability and motivation				
Justifies utmost confidence, conscientious				
Needs minimum supervision				
Accomplished work is rarely for redoing				
Accepts and accomplishes satisfactorily additional assignments				
Shows a sincere commitment in her/his work				
Shows willingness and motivation				
Resourceful and seeks innovative solutions, opportunities and ideas to enhance work process				
8- Other skills				
Written and oral english are sufficient				
Computer skills are sufficient to be efficient				
Make sure that the website, the facebook page and others communication displays of the Foundation are regularly (weekly or at least monthly) updated				

Legend

- Skill on that subject still low, need important training
- A complementary training will be needed for a full mastering of the skill
- Skill is mastered, very minimum or no training required

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2
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Signature of the evaluated Executive Director on training and date

Signature of the actual Executive Director