



Management Peer-to-Peer Training Form

General Information	
Visitors Name:	
Visitors Contact Info:	
License Number:	
Name of Hosting Facility:	
Visit Date:	
Trainer Name(s):	
Trainer Contact Info:	

Preliminary Info (fill this out before visit)	
List at least three management topics you hope to better understand.	
What are some management issues you have struggled with at your own facility?	
How would you like to spend your time during this visit?	
What are you hoping to gain/learn from this experience?	

Training Info (fill this out after visit)

Time in:

Time out:

How did you spend your time at the hosting facility?

What is the budget base? (Tax or user fees)

How does the facility organize and manage their budget?

How does the facility determine its long term needs for CIP budgeting?

What is the approval process for budgeting proposals?

What is the process used to keep track of budget expenses?

<p>What budgetary challenges has the facility faced?</p>	
<p>Does the facility use software to keep track of asset inventory and maintenance? Does this include keeping track of equipment condition and life expectancy for budget planning?</p>	
<p>What is the facilities hiring process?</p>	
<p>What attributes are desired when hiring a new employee?</p>	
<p>How does management promote personal growth and learning for their employees?</p>	
<p>Does the facilities management staff support employees attending trade shows and/or being involved in associations?</p>	

<p>Are any of the facilities employee's union? How are union and non-union relations?</p>	
<p>Who is responsible for labor relations and how are they managed?</p>	
<p>Is the facility manager involved in union contract negotiations? If so, what are their experiences with this process?</p>	
<p>How does the facility ensure that permit requirements are met and reported accurately?</p>	
<p>How involved is the management staff in the day to day work needed to run the facility?</p>	
<p>Who is responsible for handling public concerns and complaints? How are they managed?</p>	
<p>Does the facility manager have to make public statements to the media? What challenges are associated with that?</p>	

<p>Does the facility have policies for how the employees should respond to the media if approached?</p>	
<p>Does the visiting facility have a public outreach program such as offering tours or speaking at schools?</p>	
<p>List 3 things that you have learned during your visit that you might be able to apply to your own facility.</p>	
<p>Are there any issues that are dealt with differently at your facility that could be useful to the hosting facility?</p>	
<p>Do you have any suggestions about how this training program could be improved in the future?</p>	
<p>Would you or anyone at your facility be interested in providing similar training to others?</p>	
<p>Any other comments or notes.</p>	<p>Items to consider would be: (who do they report to, how often, level of oversight and decision making etc.) & (who writes policies, enforces them, good and bad examples of policies, lessons learned)</p>

Trainee signature:		Date:
Trainer/Host signature:		Date:
Trainee Supervisor signature:		Date: