

Assessment tool:

Knowledge gaps and training needs



Use this tool to help assess the new skillsets the junior partner will need and update what knowledge will be transferred for the following year.

| | | Legend | | | | | | Comments |
|------------|---------------------------------------|---|--|---|--|---------------|---------------|----------|
| | | 1 = This team member is fully able to handle this task | 2 = This team member is developing the needed expertise | 3 = This team member has no expertise in this area | 4 = Our team has no expertise in this area | | | |
| | | Self | Team member 2 | Team member 3 | Team member 4 | Team member 5 | Team member 6 | |
| Operations | 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 | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| People | Employees/family workers | | | | | | | |
| | Compensation/benefits | | | | | | | |
| | Communication | | | | | | | |
| | Training and development | | | | | | | |
| | Workload | | | | | | | |
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| Date _____ | | Self | Team member 2 | Team member 3 | Team member 4 | Team member 5 | Team member 6 | <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |
| 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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