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# SUSTAINABLE FISHERIES MANAGEMENT PROJECT (SFMP)

## Training Needs Assessment Tools for MSMEs

2015



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## **ACRONYMS**

CEDECOM	Central Region Development Commission
CEWEFIA	Central and Western Region Fishmongers Improvement Association
CLaT	Child Labour and Trafficking
DAA	Development Action Association
DSW	Department of Social Welfare
FoN	Friends of Nation
SFMP	Sustainable Fisheries Management Program
SNV	Netherlands Development Organization
USAID	United States Agency for International Development
WFCL	Worst Forms of Child Labour

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## INTRODUCTION

This document includes the competency assessment and general training assessment tools used by Daasgift Quality Foundation in preparing their programs for Micro, Small and Medium sized enterprises.

## COMPETENCIES AND BEHAVIORS ASSESSMENT TOOL

**Table 1 Assessment Tool**

Competencies, Behaviours and Skills-Sets	Names of respondent						
	5	4	3	2	1		
1. Adequate knowledge about my business							
2. Financial understanding and commercial ability							
3. Communicating outwardly: face-to-face with Authorities and Customers ie Bank Officials and others.							

Numbers 5 – 1 indicate competency and behavioral and skill-set level with 5 being the highest and 1, the lowest.

**Table 2 Structured Interviews**

APPLICATION	VERY PROFICIENT	PROFICIENT	NEED TO KNOW MORE
1. Calculating profit			
2. Record keeping			
3. Accessing loan from financial institution			
4. Customer care and close of sales			
5. Investment and growth of Business			
6. Packaging, Storage and Branding			

**Table 3 Baseline Information**

<b>ASSESSMENT AREA</b>	<b>YES</b>	<b>NO</b>	<b>ACTION REQUIRED TO IMPROVE SITUATION</b>
Name of business?			

**Table 4 Financial Literacy**

<b>ASSESSMENT AREA</b>	<b>YES</b>	<b>NO</b>	<b>ACTION REQUIRED TO IMPROVE SITUATION</b>
Do you know how to manage your business finances?			
Do you have a means to assess your Profit?			
Do you have a source of capital?			
Do you have knowledge about Banking?			

**Table 5 Health, Safety, Environment**

<b>ASSESSMENT AREA</b>	<b>YES</b>	<b>NO</b>	<b>ACTION REQUIRED TO IMPROVE SITUATION</b>
Do you have any knowledge about health, safety and environmental issues associated with your activities?			
Do you have any mitigating measures in place?			
Are you aware of the effect of smoke on			

<b>ASSESSMENT AREA</b>	<b>YES</b>	<b>NO</b>	<b>ACTION REQUIRED TO IMPROVE SITUATION</b>
your health and environment?			
Do you use safety gears during your activities ie fish processing and others?			
Do you have first aid box at the place of business?			
Do you have a safe site for by-products?			
Do you have a proper site for waste disposal?			
Do you have good and safe environment for your business?			

**Table 6 Marketing/Customer Care**

<b>ASSESSMENT AREA</b>	<b>YES</b>	<b>NO</b>	<b>ACTION REQUIRED TO IMPROVE SITUATION</b>
Do you know how to attract and maintain more customers?			
Do you have basic accounting knowledge and how to close daily sales?			
Do you have an established target market?			
Do you want to expand beyond your established target market?			

Do you look out for what customers want?			
Do you know how to negotiate product price and set sales price?			

**Table 7 Pricing**

<b>ASSESSMENT AREA</b>	<b>YES</b>	<b>NO</b>	<b>ACTION REQUIRED TO IMPROVE SITUATION</b>
Do you use Crates, Boxes, Pans, basket or weighing scale as a measure of pricing your product?			

**Table 8 Record Keeping**

<b>ASSESSMENT AREA</b>	<b>YES</b>	<b>NO</b>	<b>ACTION REQUIRED TO IMPROVE SITUATION</b>
Do you know the importance of records keeping?			
Do you have records on your business finances?			
Do you keep records in books or computers?			
Have you ever thought of keeping records on all your business activities?			

**Table 9 Post Harvest Management**

<b>ASSESSMENT AREA</b>	<b>YES</b>	<b>NO</b>	<b>ACTION REQUIRED TO IMPROVE SITUATION</b>

Are you a fish smoker?			
What kind of fish smoker do you use?			
Will you like to be thought about new improved fish smokers?			
Do you have any knowledge about healthy fish handling?			
Do you experience post-harvest losses?			

## GENERAL TRAINING ASSESSMENT TOOL

Table 10 General Training Assessment

	YES	NO	Action Required to Improve situation
Have you received any business management training?			
If yes, what type of training received?			
List them in the space provided			
	YES	NO	Action Required to Improve situation
<b>If no, would you like to be trained?</b>			
List kind of training required			