

## Management - Needs Assessment

To what extent is the museum translating strategic goals and plans into action, and providing care and support for its human resources?

**Email:**

**Name of museum:**

## Consider the museum's orientation materials.

***As part of your analysis, some questions to consider are...***

- *Do they include information about professional standards, a purpose statement, an organizational chart, a strategic plan, policies and procedures, job descriptions, building use, and security?*
- *Are they in an online folder for easy, shared access?*
- *Are there opportunities for follow-up conversations after initial orientation?*
- *Does the museum regularly offer resources or opportunities for workers to deepen their understanding of Equity, Diversity, Inclusion and Accessibility (EDIA) and their community?*
- *Are all museum workers encouraged to spend time in the exhibit/public spaces?*

***Please note:*** *It is not necessary to answer each of the above prompts individually, rather to consider their relevance when formulating a response to the question above.*

- Yes, we have them, and they are meeting our needs as is.
- Yes, we have them, but they require work. ANSM could help us improve them by providing training on...
- No, we don't have them. ANSM could help us by providing training on...
- No, we don't have them, and don't need them because...

Comments:

**Consider the extent of museological knowledge, standards, and practices within the museum.**

***As part of your analysis, some questions to consider are...***

- *Are museum workers aware of and encouraged to connect with the broader museum community (local, provincial, and national)?*
- *Do museum workers regularly participate in training opportunities, and update museum practices on an ongoing basis?*
- *Are museum workers encouraged to participate in inclusivity, cultural sensitivity, or similar training to strengthen their ability to build relationships with equity-deserving groups?*
- *How is newly acquired knowledge shared among the organization?*

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Yes, we have it, and it is meeting our needs as is.

Yes, we have it, but it requires work. ANSM could help us improve it by providing training on...

No, we don't have it. ANSM could help us by providing training on...

No, we don't have it, and don't need it because...

Comments:

## Consider the museum's volunteer program.

***As part of your analysis, some questions to consider are...***

- *Is the museum undertaking diverse and inclusive recruitment, advertisement, application, training, goal setting and review, timelines, and recognition?*
- *Are volunteers matched with tasks and projects that will provide them with personal fulfillment and growth?*
- *Are specific volunteer opportunities made available and adapted as necessary for members of the community with differing abilities?*

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- Yes, we have it, but it requires work. ANSM could help us improve it by providing training on...
- No, we don't have it. ANSM could help us by providing training on...
- No, we don't have it, and don't need it because...

Comments:

## Consider the museum's retention and recruitment plans.

***As part of your analysis, some questions to consider are...***

- *Does the museum have adequate resources, benefits and support for museum workers?*
- *Are recruitment methods inclusive, such as asking outside individuals to serve on the hiring committee, providing candidates with questions in advance, and considering lived experiences?*
- *Are training and development plans tailored to the realities of the community and workforce?*
- *Are succession plans in place and being used?*

***Please note:*** *It is not necessary to answer each of the above prompts individually, rather to consider their relevance when formulating a response to the question above.*

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- No, we don't have them. ANSM could help us by providing training on...
- No, we don't have them, and don't need them because...

Comments:

**What is the museum's top management-related goal for the next four years?**