

Implementing a Staff Development Plan

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Agenda

- Introduction
- What is Staff Development?
- Steps to Create Staff Development Programs
- Implementing a Staff Development Plan
- Evaluation and Follow-up
- Personal Staff Development Plans
- Questions and Evaluation

Objectives

- Begin to design a staff development plan
- Plan how to conduct a needs assessment
- Discuss designing programs to support staff development
- Share ideas about how to plan and pay for programs
- Review personal development plans

What
IS
Staff Development?

Staff development is a program which guides and encourages employees to acquire **K**nowledge, increase their **S**kills, and develop their **A**bilities on a continuing basis. The intent is to improve the performance of both the individual AND the organization and to maximize staff effectiveness.

A coordinated effort to help employees learn to do their jobs better.

Categories of Staff Development

- Orientation
- Skills Training
- Development

How to Get Started

1. What are you already doing?
2. Get buy-in
3. Do a needs assessment
4. Implement
5. Evaluate

Needs Assessment

- Three perspectives
 1. Individual
 2. Operational Unit
 3. Organizational

Needs Assessment

Desired performance (a)
- Actual performance (b)
Discrepancy / Problem (c)

Ways to Conduct Needs Assessments

1. Questionnaires and surveys
2. Interviews
3. Observation
4. Work Samples
5. Records and Reports

Quick Needs Assessments

- Show of hands
- At meetings – hand out cards and ask for anonymous suggestions
- Online survey
- Post a large piece of paper in the break room and ask for suggestions
- Other?

Planning Programs

- Staff member or outside expert?
- How many people will attend?
- What is your budget?
- What is your topic?
- Where can you find trainers?

Costs for Staff Development

- Visible costs
 - Speaker fees, travel costs, room or equipment rental, copying, refreshments
- Hidden costs
 - Salary of in-house trainers, cost of planning and evaluating the program, administrative overhead.

Evaluation

Why is evaluation important?

1. Know if you've met objectives
2. "Tweak" programs
3. Form basis for future planning
4. Provide accountability

Personal Development

- Challenging assignments
- Experiences off the job
- Bosses
- Hardships
- Training

Questions?

Thank You for attending!

Please fill out the evaluation.
