



Maximizing Staff Development

A Tip Sheet for Staff and Supervisors

- **Consider a budget line specifically for staff development**
This will maintain an agency's commitment to further the development of skills of its employees, and perhaps expanding the potential offerings of the program or site.
- **Make staff development participation a criteria for employment and a performance evaluation tool**
- **Create a staff development plan**
Based on the agency mission, program goals and needs, and any required training through the DOH (or other regulatory institution), a staff development plan can help map out what trainings are needed and available for whom, when and where.

This plan might include:
 - Staff input where possible to ensure buy-in.
 - If in-house, pre-set training dates.
 - Menus of workshop offerings from staff development institutions like PASE, TASC, etc.
 - Delegating the responsibility of developing and implementing specific training topics throughout the year to key staff members
 - Networking and collaborating with another agency for an exchange of staff development topic expertise
- **Assess staff skills to determine appropriate training needs; allow for as much self-selection as possible**
- **Inform staff of purpose and content of the training prior to it happening**
- **Make staff responsible for bringing back support materials from off-site trainings**
- **Send at least two staff members to a workshop when possible**
- **Create a system to track the time and content of staff's professional development**

- **When possible, the supervisor should attempt to attend trainings with staff**
 - This can drastically improve the debriefing and implementation of workshop materials
- **Follow up with staff immediately after each training**
 - Debrief a workshop's key point or issues
 - Give staff opportunity to explore the content's usefulness
 - Set implementation goals with staff and check in regularly
 - Delegate to staff the responsibility of presenting materials at a staff meeting or training
- **At the conclusion of programs, review with staff how their practice and programs have improved Based on identified staff development trainings**