



HR BEST PRACTICES CHECKLIST

TRAINING AND PROFESSIONAL DEVELOPMENT

Does your organization....

Timeline

Comments

☐ **Develop an annual training budget?**

- *Collaborate with any partners to share training expenditures?*

☐ **Outline formal job related training requirements?**

Incorporate the Developmental Services Human Resources Strategy (DSHRS)

Agency Based Training committee's recommended six training modules into your formal training plan or offerings?

- *Participate in the Community Networks of Specialized Care's video-conferencing training opportunities?*
- *Collaborate with other DS Agencies or other partners to offer mandated, standardized formal training such as first aid and crisis intervention training?*
- *Focus on softer skill sets such as cultural sensitivity training?*

☐ **Develop "on the job" informal learning programs?**

- *Offer job shadowing or job rotation opportunities for employees?*
- *Offer opportunities for direct support employees to take on new assignments toward growth and development?*
- *Have a formal mentoring program in place?*

	<u>Timeline</u>	<u>Comments</u>
<input type="checkbox"/> Explore creative options to provide practical training to all employees within available resources? <ul style="list-style-type: none"> ➤ <i>Focus on identified organizational priorities?</i> ➤ <i>Focus on training for critical workforce segments?</i> 		
<input type="checkbox"/> Establish leadership development programs? <ul style="list-style-type: none"> ➤ <i>Establish relationships with educational institutions that offer programs for management positions?</i> 		
<input type="checkbox"/> Create Personal Learning Plans for all of your employees? <ul style="list-style-type: none"> ➤ <i>Are Personal Learning Plans part of your performance appraisal system?</i> ➤ <i>Ensure that the right employees are participating in courses that will develop current or future talent needs?</i> ➤ <i>Track or record the professional interests of your employees so that once opportunities arise, connections can be made quickly?</i> ➤ <i>Assess or evaluate Core Competencies in relation to Personal Learning Plans and leadership development?</i> 		
<input type="checkbox"/> Use a variety of formal learning methods when offering training? <ul style="list-style-type: none"> ➤ <i>Incorporate a “train the trainer” approach to offering training?</i> ➤ <i>Utilize technology when offering training?</i> <ul style="list-style-type: none"> • <i>Webinars?</i> • <i>Video conferencing?</i> • <i>CDs/DVDs/USBs?</i> • <i>E-learning?</i> ➤ <i>Collaborate with other partners to offer training?</i> <ul style="list-style-type: none"> • <i>Health Units?</i> • <i>Fire Departments?</i> • <i>Hospitals?</i> • <i>School Boards?</i> • <i>Other DS agencies?</i> • <i>Colleges/Universities?</i> • <i>Other?</i> 		

Timeline

Comments

☐ **Develop a strategy for evaluating how training expenditures are spent on activities that have greatest impact on performance? (Return On Investment – ROI)**

- *Measure improvements to performance AFTER training?*
- *Directly observe improvements in performance AFTER training?*
- *Provide learners with a test or scenario based question AFTER training to evaluate training?*
- *Determine if training improved the related core competencies identified by the DSHRS AFTER training?*