



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?*

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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?*

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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?*

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Timeline

Comments

Explore creative options to provide practical training to all employees within available resources?

- *Focus on identified organizational priorities?*
- *Focus on training for critical workforce segments?*

Establish leadership development programs?

- *Establish relationships with educational institutions that offer programs for management positions?*

Create Personal Learning Plans for all of your employees?

- *Are Personal Learning Plans part of your performance appraisal system?*
- *Ensure that the right employees are participating in courses that will develop current or future talent needs?*
- *Track or record the professional interests of your employees so that once opportunities arise, connections can be made quickly?*
- *Assess or evaluate Core Competencies in relation to Personal Learning Plans and leadership development?*

Use a variety of formal learning methods when offering training?

- *Incorporate a “train the trainer” approach to offering training?*
- *Utilize technology when offering training?*
 - *Webinars?*
 - *Video conferencing?*
 - *CDs/DVDs/USBs?*
 - *E-learning?*
- *Collaborate with other partners to offer training?*
 - *Health Units?*
 - *Fire Departments?*
 - *Hospitals?*
 - *School Boards?*
 - *Other DS agencies?*
 - *Colleges/Universities?*
 - *Other?*

Timeline

Comments

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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?*