

PASE PROFESSIONAL DEVELOPMENT

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**