Purpose: Enhance Your Ability to Support Staff Training & Development

Topics:
- Importance to the Organization
- Different Kinds of T&D
- Employee Responsibilities and Manager Responsibilities
- Available Resources
- Concerns/Challenges
- Strategies
Climate Survey

- 40% of Staff indicated that Cal Poly does not provide them with adequate training to successfully complete their job duties.
- 42% reported that supervisors do not provide them with resources to pursue educational or professional development opportunities.
- 47% indicated that supervisors at Cal Poly do not give them career advice or guidance when they need it.
3 Types of Training & Development

1. **Mandatory/Compliance** – Required
2. **Job-Related – Role Specific**. Gain S,K,As to achieve highest level of performance in current position.
3. **Professional Development** – Obtain S,K,As to improve opportunities for additional responsibilities and/or possible career advancement.
Job-Related – Role Specific T&D

Identify "gaps" between current skill levels and skills level needed based on organizational objectives – Current and Future needs

- Self-Assessment against performance standards
- Initiate requests for T&D relevant to current position
- (With Supervisor) plan how work will be covered
- Apply learning back on the job
- Ongoing feedback and coaching
- Identify development needs & plan to address
- Create an IDP
- Allocate ‘release’ time (based on operational needs)
- (With employee) plan how work will be covered
- Recognize/Reinforce application of learning
What skills, knowledge and abilities may improve opportunities for additional responsibilities and/or career advancement?

**PROFESSIONAL DEVELOPMENT**

**Employee Responsibilities**
- Clarify career goals
- Assess strengths & development needs re: career aspirations
- Share goals with Supervisor
- Initiate requests for T&D & plan for work coverage
- Understand that professional development does not ‘entitle’ you to a promotion

**Manager Responsibilities**
- Discuss employee’s career goals
- Identify development needs & create IDP
- Allocate ‘release’ time (based on operational needs)
- (With employee) plan how work will be covered
- Coach, Mentor, & Support
Resources for Employee T&D

- On-line Training & Career Development Tools (*Cal Poly SkillPort* and *Lynda.com*)
- Staff Learning Community
  - Instructor-Lead Training
  - Wiki
  - Information-sharing, networking sessions
- Leadership Development Program for Staff
- Creation of ‘Job Families’

Resources for Managers & Supervisors

- Upcoming Training on
  - Providing Constructive Feedback
  - Coaching for Optimal Performance
- Input from you and Refinement of ‘Training Policy & Guidelines’
- Consultation on Mentorship – How to:
  - Create Individual Development Plans
  - Create on-the-job development experiences
  - Discuss ways to find a better fit between individuals’ skills, interests and motivations & current position
What Concerns do we Have?

What Challenges do we Foresee?

Concerns about ‘Release Time’
- How do you currently schedule around
  - Vacation?
  - Sick leave?
- Customize T&D – bring to your group
- Offer compensatory time off for T&D
- Pool Staff Resources:
  - Cross Train
  - Temp. Pools