

**Introduction**

This Staff Development Plan is developed in alignment with the [COUNTRY] Professional Standards for [PROFESSION]. [COMPANY] supports every employee's professional development through creating plans tailored to each employee’s development. In this staff development program, the employees are required to exhibit continuing development efforts to achieve improved professional success. All employees are encouraged to adhere to this plan to promote and build skills and behaviors needed for performance success in their current roles and careers at [COMPANY].

**Staff Development Plan Overview**

The Staff Development Plan is one of [COMPANY's] efforts in its continuing commitment to identifying, training, guidance, and investing in each employee’s professional developmental needs. Through this program, the company aims to improve organizational and individual performance, and therefore, improving the company’s quality of service. This plan intends to support and encourage employees who focus on their skills and capabilities for their professional enhancement and who desire to enhance their current skills and capabilities for their future career goals and objectives. Employees are highly encouraged to discuss with their immediate supervisors to recognize the needed behaviors, skills, knowledge, and experiences to their current role and the company’s strategic priorities.

**What is a Staff Development Plan?**

The Staff Development Plan is one of the company’s program attentively drafted by certified planners with the primary objective of helping [COMPANY] employees to improve, enhance, strengthen, enrich and boost their performance and professional development. This plan aims to facilitate employees through learning activities, seminars, workshops, and other activities that stimulate communication, improve morale, address professional issues and prepare employees for possible disputes, conflicts, challenges in the workplace.

A staff development program is only considered productive and fruitful when it is versatile and adaptable to the changing professional and working environment. Company programs and endeavors need to be considered and enforced on a continuous basis. The program is a roadmap for professional and personal development that encourages and facilitates skills and behaviors needed for success in a particular role and can prepare an employee for future career interests. The basic elements of the Staff Development Plan include the following: orientation, training, and development.

**1. Orientation**

Orientation provides an employee with an overview of the company and the company culture that assures an understanding of policies and procedures necessary to function efficiently in the working environment.

**2. Training**

Training transmits the knowledge to perform effectively, teaches skills which converts knowledge into action, and provides the ability and the confidence needed to get any task, job or work done. This applies especially to new employees and to the seasoned employee alike, when new company systems or programs are introduced. Training should be extensive, comprehensive, and broad and must be appropriate with the particular position or job description and objectives.

**3. Development**

Development amplifies concepts, ideas, and techniques, encouraging the employees to take new ways and approaches in attaining solutions. In this way, development provides a certain confidence in employees when it comes to reassessing patterns of thinking and performance.

A Staff Development Plan:

* Provides the immediate supervisor an opportunity to assess each employee’s present professional development needs and envision future needs.
* Serves as an instrument that the employee can use to evaluate activities and identify those that meet his or her professional development goals.
* This plan allows the immediate supervisor to focus on available resources toward endeavors, operations, and activities that best meet each employee’s professional needs.

Benefits to Employees

* Improved understanding and knowledge of one’s capabilities
* Ability to focus on behavior and skill building toward present & future job success
* Improved work performance and work contentment
* Increased marketability as a result of improved work performance
* Assigned accountability for development
* Builds career abilities and capabilities

Benefits to Supervisors:

* Assigned accountability for development
* Builds involvement engagement and career potential
* Ensures alignment and expectations in a well-defined approach with employees
* Builds productive alliance to employees

**Work Performance**

Managing employee’s work performance provides a window of opportunity to identify each employee’s variety of professional development needs. Through extensive planning and monitoring, as in setting work performance objectives, establishing on how to measure the success of established objectives, identifying behaviors that may cause deficiencies in work performance and properly addressing these behaviors. Areas that need improvement, and areas for improving excellence are emphasized, and in this way, steps can be taken through the Staff Development Plan to help successful and struggling employees alike to improve his or her work performance and contribute to the company and to his or her success at the same time.

Clear objectives and goals must be set first to ensure that these objectives and goals are in accordance with the employee’s development. This approach provides the best opportunity for employees to become aware of how professional development can help them meet his or her work performance objectives, goals, and expectations to improve work performance.

**Methods for Employee Training and Development**

The training of employees and employee development must conform to the company’s framework, company mission and vision, job description, and other applicable employee-employer agreement. In selecting what employee training and development method to use, it is critical to note to consider the employee learning process. There are a variety of methods available to provide employees with the opportunity to learn and improve, such as the mentioned methods below:

**Onsite Training**

1. Company committees

An integral part of any company’s daily operations include committees. Committees with the right focus can be an efficient learning tool for any employee. Members of committees include employees from different departments and areas of a company, in this way, the different employees from different departments can envision the issues from different perspectives, and not just their own. Through discussion of various issues and trends in committees, a variety of suggestions, solutions, and approaches are achieved with the diversity of the people involved.

2. Company conferences and forums

Employee’s attendance of different company conferences and forums regarding various topics relevant to his or her position in the company can offer deeper knowledge regarding an employee’s position and his or her impact on the company. Following attendance of conferences and forums, have the employee present to his or her fellow employee to share his or her knowledge as a way of improving the individual’s learning experience.

3. Critical incident notes

With the right circumstances, daily onsite operations can be a great source of learning opportunities for employees. Have employees write or create critical notes of critical incident to learn from. Examples include how a particular complaint regarding a particular employee was handled with ease. Have employees procure brief summaries of such incidents and have the employees identify the steps and actions that contributed to a successful resolution of a critical incident. After proper documentation of these incidents, have the employees share them with their fellow employees, in this way, other employees can learn from their colleagues of how to get things done effectively.

4. Job tools and aids

Give employees tools and aids to assist them in performing their jobs more effectively. Job tools and aids include checklists, workbooks, company tutorial manuals, company guidelines and other tools and aids relevant to an employee's position.

5. Job expansions

Upon thorough assessment of an employee’s work performance, should an employee exhibit a satisfactory work performance, consider giving additional duties, responsibilities and assignments to the employee. For example, one might assign managerial tasks to seasoned employees, as a way of improving the performance of experienced employees.

6. Job assignment rotation

Upon the manager or the supervisor's discretion, and depending on work demands and company operations, employees can be given the opportunity to work in a different department of the company to learn about that department’s operations, activities and the different strategies these departments use. In this way, the employee is exposed to the different department of the company and he or she can see things now from a different perspective.

7. Job assignment shadowing

Where an employee wishes to gather information from an existing or current employee in the company, have that employee observe the current employee which he or she wants to learn from. Have the employee list down the current employee’s daily duties, the strategies used to successfully perform such duties and the issues that can be faced during his or her work performance. In this way, an employee can learn so much from an existing or current employee through observation or shadowing.

8. Learning prompts

A variety of tools can be used as learning prompts for employees. These tools include published articles from journals, studies, research, previous and current company reports, and newspaper articles. In the cover page, include a short summary of key concepts, ideas, suggestions, comments and questions for the employees to consider. Have these items circulate among the employees, discuss these items and include them in the staff meeting for further discussion.

9. Group assisted learning

A group of employees who works in the same department performing the same tasks, duties and responsibilities can work together to learn different learning strategies. In this way, employees can benefit from each other and can form productive relationships that can have a positive impact on the company.

10. Expanded job assignments

Job assignments usually not performed by a particular employee may be given to an employee to give that employee an opportunity to expand his or her current capabilities. An example of this kind of job assignment includes having an employee preside a meeting for the first time. Through this approach, the employee can learn what it takes to chair a meeting, and he or she can therefore learn leadership skills by being in a position of authority.

11. Company courses, seminars, workshops

Company courses, seminars, workshops are training opportunities offered by the company to eligible employees either outside the company or by third parties offering courses, seminars, and workshops. An expert of the particular subject matter, a professional trainer may facilitate and provide the training to share his or her knowledge on the subject matter in order to improve the employee’s skills, work performance, and to achieve career interests and goals.

**Off Site Training**

1. College or University courses

A lot of different colleges and universities offer a variety of courses that may be suitable and relevant to an employee. For example, for an employee who is assigned in sales and marketing, he or she may take college and university courses relevant to his or her job. The employee may elect to attend classes online, on campus or on site, depending on the set up of the course by the college or university. The company may choose to reimburse the employee for all the cost incurred in relation to the university or college course attended.

2. Professional associations

Professional associations depending on the profession the employee possesses, the certifications and licenses held, provide an opportunity for employees to be updated of the latest trends and knowledge in his or her respective professional field.

3. Self-study

Self-study refers to independent reading of educational materials, online courses and other learning materials according to one’s individual needs and pacing. Self-study provides a lot of learning opportunities suited for specific needs and objectives. At one’s desired pace of learning, an employee engages in learning activities through reading materials, podcasts, videos, journals among others. A variety of learning opportunities can be accessed on the internet, on public libraries and the like. The choices all stems down to the employee’s choice, learning objectives and goals.

**Feedback**

1. Coaching

An experienced or seasoned employee can coach or train a new employee or a less experienced employee. The role of the more experienced employee is to demonstrate the skills, provide techniques, strategies, and methods in learning a particular skill or ability needed in performing one’s task, duty or responsibility through guidance, feedback and counsel.

2. Networking

Some professional specialties have informal networks designed to meet the professional development need of the members. Members meet to discuss current issues and to share information and resources

3. Performance appraisal

Appraisal of an employee’s work performance can be a form of evaluation and is crucial to the employee’s development. In most performance appraisals, the experienced managers and immediate supervisor evaluates an employee’s strengths and weaknesses. From these strengths and weakness, objectives are devised on how to foster strengths and correct weaknesses. Feedback gathered from the employee’s peers, clients, colleagues, and mentors is given to the employee and he or she is given guidance, strategies and techniques to improve work performance and individual professional development.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **STAFF DEVELOPMENT PLAN** | | | | |
| Time Period | Goals and objectives | Learning strategy | Teaching strategy | Assessment |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Staff Development Plan Evaluation Form**

Please complete this evaluation using [INK COLOR] ink. Your feedback is important to us as we seek to improve our staff development plan activities.

|  |  |
| --- | --- |
| Your name: |  |
| Job Title: |  |
| Activity Name: |  |
| Date: |  |

Please choose from the numbers below and encircle the chosen number according to your answer

|  |  |
| --- | --- |
| [ACTIVITY NAME]  The activity met the stated objectives | slightly 1 2 3 4 5 6 completely |
| The amount of time given for the activity was | too short 1 2 3 4 5 6 too long |
| Expectations were met | hardly 1 2 3 4 5 6 completely |
| The Staff Development Facilitator's knowledge were | poor 1 2 3 4 5 6 excellent |
| The Staff Development Facilitator's teaching strategies were | poor 1 2 3 4 5 6 excellent |
| The length of time given for practice session was | too short 1 2 3 4 5 6 too long |
| Your confidence level in utilizing your new acquired skills is | low 1 2 3 4 5 6 high |
| Rate the relevance to your occupations | low 1 2 3 4 5 6 high |
| You would recommend this activity to your fellow employees | not at all 1 2 3 4 5 6 definitely |
| The learning strategies were | poor 1 2 3 4 5 6 excellent |

How prepared were you for [ACTIVITY NAME]? Were you given a briefing with your immediate supervisor? What information would have been useful for you before attending this activity?

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

In three to five sentences, briefly describe your feelings and emotions in this activity. Which part of the activity did you like best? Which part of the activity did you like least? If given a chance, would you change the time period given to any part of the activity? Would you like to increase or decrease the amount of time given for practice sessions, discussions and feedback?

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

What other activities can you suggest for this activity?

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

How will attending this activity help you in your daily operation as [JOB TITLE]? In your own opinion, will this activity improve your contribution to the company?

|  |
| --- |
|  |
|  |
|  |
|  |
|  |