

Supporting Staff with Professional Development

If you are a manager or support a team of staff, here are some questions to think about when creating a professional development plan. Each question includes examples that might be relevant to consider. On the next page is a document a staff member can use to think about their professional development goals.

Things to Think About

<p>When do we talk about professional development? (Ongoing, at the beginning of the fiscal year, during annual reviews)</p>	
<p>Have I told staff about any program expectations or restraints? (Budget for training, required trainings or hours, priority topics)</p>	
<p>How can staff share back learnings from professional development? (Share outs at team meetings, share info on Slack channel or email)</p>	
<p>How will I keep track of different interests/goals of team members? (Include discussion in regular meetings, use a spreadsheet or project management tool)</p>	

Making a Plan for Professional Development

Continuing to grow and learn is an important part of all roles. Here are some things to explore when thinking about your own professional development or helping others on your team identify what they want to work on further.

Things to Think About

<p>What topics will help support me in my work? <i>(Example: I want to know more about certain health subjects like diabetes that people have a lot of questions about.)</i></p>	<p>How will this topic help me in my work? <i>(Example: I can better answer questions and connect community members to quality resources. I can also share what I learn with my team.)</i></p>	<p>What resources do I already know about? <i>(Example: My supervisor shared some websites as did the Learning Collaborative facilitator.)</i></p>	<p>How can my supervisor or team members support me? <i>(Example: My supervisor can help make sure I have room in my schedule to spend time on professional development.)</i></p>