

**Area:** Human Resources

**Subject:** HR05 - Training and Advancement Opportunities – Staff Development

**Reference:** 1304.52 (k)(2), 45CFR 1306.23, 1306.23 (a-b)

**Policy:** SCOE will create and implement a training and technical assistance plan for staff pre-service and training activities for staff and volunteers to increase their knowledge and skills needed to fulfill their responsibilities. Academic credits will be applied when possible.

**Procedure:**

1. Child Development Supervisor II and Child Care Specialist II will conduct a Staff Training Needs Assessment Survey in July for MHS and October for RHS/EHS. Results of the submitted surveys will be utilized to develop the following year's annual Training and Technical Assistance Plan.
2. When appropriate, the Child Development Supervisor II will work with local colleges to apply college credits to training that is provided to staff.
3. Child Development Supervisor II and Child Care Specialist II will distribute the annual Training and Technical Assistance Plan in July of each year. The Master Training Plan is created to reflect trainings from the fiscal year July-June. The Master Training Plan is updated throughout the year as training needs arise. Data Technician will add the CFS Training Calendar into the COPA (Child Outcomes Planning and Administration) HR database. After each Grantee sponsored training, Child Care Specialist II will give a list of participants and hours spent at training to the Data Technician. The Data Technician will enter the training information for each participant into the COPA HR database. In addition, Data Technician will enter all mandated training, i.e. Child Abuse Prevention Training, CPR/First Aid Training, Blood Borne Pathogens Training, etc. into the COPA HR database. Data Technician will send notices/reminders via email, U.S. mail or inter-office mail at or near the renewal date for the mandated training. As staff attend outside trainings, conferences and workshops; all CFS staff will submit to the Data Technician via email or inter-office mail a list of trainings they attended, including location, title of training, and the number of hours spent in training. For those staff attending outside specialized training that results in certification, staff will submit a copy of said certification to the Data Technician via inter-office mail or email.
4. Training and Technical Assistance Plan Monitoring  
Each Participant will complete an evaluation after each training they attend.  
The participant evaluation will include:  
-What are your next steps?  
-How do you plan to implement what you learned today?  
The evaluations will be filed in a central location and available for review by the delegate team leaders and the training team. The participant evaluations will be used by delegate team leaders to determine Technical Assistance to be provided to each delegate as a follow-up from Grantee training.
5. T/TA Evaluation/Outcome Progress Report  
Each Delegate and Grantee staff will complete the Evaluation/Outcome section of their Training and Technical Assistance Plan on a quarterly basis and submit to the Child Care Specialist II assigned to training activities. The T/TA Evaluation/Outcome progress reports will be reviewed annually by the training team and delegate team leaders. The Evaluation/Outcome Progress Reports will be reviewed and analyzed and incorporated into the upcoming Training and Technical Assistance Plan.
6. Child Development Supervisor II will work as needed with colleges to provide specialized classes/programs for staff and parents.
7. Child Development Supervisor II will collaborate with community partners/associations to ensure staff and parents are informed and have the opportunity to attend trainings, classes and workshops that are being provided as opportunities arise.

**Supervised by:** Assigned CFS Administrator

**Performed by:** Child Development Supervisor II, Child Care Specialist II

**Forms needed:** Staff Needs Assessment Composite, Training Plan, Sign-Ins, Agendas, Training Materials, Evaluations, Performance Standards, Program Area Plans

**Frequency:** As scheduled – (RHS/EHS- October and MHS- July) Annual Master Training Plan published in July.