

Training – Tier 3

Tier 3

ACTION PLAN

Focus Area: **Training**

2025 Theme: **5 - Faculty and Staff**

Project Name: **Professional Development Opportunities for Departmental Members**
 Creation/Revision Date: **Aug-11**
 Project Start Time: **Oct-09**
 Team members: **Unit leaders, all department employees**

Anticipated Completion:

Task/Activity	Who's Responsible?	Resources needed	Dependencies	Who needs to know?	Deadlines		Status
					Start	Finish	
Determine staff needs for professional development (including updating teaching skills, technology skills, time management, staffing issues, and delegation issues)	Unit leaders and staff members	Time and communication skills		Departmental members	Oct-09	Ongoing	
Prioritize knowledge and skills needed	Unit leaders and staff members	Time			Oct-10	Ongoing	
Identify appropriate resources to offer training	Unit leaders and staff members	Time, funding			Oct-10	Ongoing	
Announce available professional development and training opportunities	All department members	Time, technology, mid-week musing		Departmental members	Oct-11	Ongoing	Opportunities are shared in weekly newsletter
Emphasize professional development as part of annual performance evaluation	All department members	Time	Funding and time	Departmental members	Oct-93	Ongoing	Unit leaders and staff include this component in annual goals.
Annually identify common training needs.	Unit leaders	Time	Funding	Departmental members	Jan-12	Ongoing	
Conduct responsibility inventory -- identify areas of staff responsibility and look for duplication and cross-over	All department members	Time		Departmental members, unit leaders	Jan-13	Ongoing	
Develop an emergency management plan and disseminate to staff.	Unit leaders	Time	Responsibility inventory, staff availability and skills	Departmental members, unit leaders, administrators	May-13	13-Dec	