

STAFF DEVELOPMENT PLAN

The Staff Development Association (SDA) will consist of all staff represented by a Staff Development Committee (SDC). The SDC Chairperson will be responsible for carrying out duties of the association through the committee.

Staff Development Association is a forum for all staff to advocate for trainings and activities that will enhance their employment at UMCHS. By becoming actively involved in the opportunities, trainings, and information available throughout the agency, employees can derive a greater satisfaction and sense of understanding and pride in their employment.

All staff are afforded the opportunity to build additional skills so that they may qualify for promotion to positions involving the use of more complex skills and supervisory responsibility. The primary goal of SDA is to insure the on-going development of a high quality Head Start program.

In determining staff training/educational needs, the following tools may be utilized:

1. Self Assessment
2. Training Evaluations
3. Requests at SDC
4. Training Needs Assessment
5. Training required by Head Start performance standards
6. Training required by Healthy Start policies and procedures.

In assessing individual training needs, the following tools may be utilized:

1. Self-Evaluation/Growth & Improvement Form
2. Personnel Evaluations
3. Requests at SDC

The following methods/resources may be used in addressing training/educational needs:

1. Buddy Exchange
2. Regional and National Training Conference
3. Local resources (E.S.D.; Red Cross; County Health; Blue Mountain Community College; Public Schools; Mental Health Program)
4. Oregon Dairy Council
5. Head Start Staff and Parents

As part of this process:

Staff Development Records kept by Human Resources will be updated by individual staff members.

SDC minutes will be recorded by the SDC Secretary and distributed to all members via e mail.

An annual review of the Staff Development Plan will be completed by the SDC each spring.

Sample forms utilized in the Staff Development Plan follow this narrative including:

1. Training Calendar
2. By-Laws with listings of Committee opportunities
3. Training Evaluation
4. Strategic Goals

Updated: Fall 2004

Reviewed July 2005