

## **STAFF TRAINING PROGRAM/CAREER LADDERS**

**Purpose:** The purpose of the staff training program is to provide staff with opportunities for training, development, and advancement.

**Procedure:** Training for the staff will be developed by the Staff Development Committee, Administrative Team, and Management Team to insure the provision of new skills and information for both returning and new employees so that their work will become more productive and satisfying.

**\* In determining staff training needs, the following tools may be utilized:**

1. Self Evaluation
2. Training Evaluations
3. Requests to SDC
4. Training Needs Assessment
5. Community Assessment
6. Multi-cultural make up of families/children served
7. State T/TA Team State-wide assessment– ICF, Inc.

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

1. Self Evaluation
2. Training Evaluations
3. Performance Appraisals
4. Professional Development Plan

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

1. Oregon Head Start Training Consortium/T/TA Provider
2. UMCHS, Inc. Pre Service/In Service
3. Regional and National Training Conferences
4. Local resources (ESD, Red Cross, County Health, BMCC, Public Schools, Mental Health, Child Welfare)
5. Portland State University Early Childhood Training Center
6. Buddy Exchanges
7. Workshops, Conferences, College Course work, Seminars, Videotapes, Books
8. CDA
9. Developmental Assignment/Work out of Classification

**\* Career Ladders may be utilized by staff to assist in advancement within the agency.**