

Staff Name – Choose an item. – Training Plan

Choose an item.			
<u>Date</u>	<u>Mandatory Departmental Training Name</u>	<u>Hrs.</u>	<u>Location</u>
	Bloodborne Pathogens (Annual)		
	PREA Video (Annual)		
	Fire Extinguisher (Annual)		
	1 st Aid/CPR (every 2 years)		
	Diversity	4	
	<u>Facility Specific Mandatory Trainings</u>		
	<u>Other Required Training</u>		
<u>Date</u>	<u>Scheduled Trainings</u>	<u>Hrs.</u>	<u>Location</u>
	<u>EXPECTED TRAINING HOURS</u>		

Staff Signature: _____ Date Reviewed: _____

Supervisor Signature: _____

1 st Qtr. Review		3 rd Qtr. Review	
Initials	Date	Initials	Date

Developing Your Personal Training Plan

- ⇒ Identify necessary and on-going training to perform job functions (i.e.: CPR certification, MAB certification, WRNA and LS-CMI certification, YLS/CMI 2.0 certification, etc.)
- ⇒ Identify any mandatory department or facility training. (Violence in the Workplace, BBP, Diversity trainings, Suicide Prevention, etc.)
- ⇒ Utilize Years of Service Training Guidelines below as a starting point when designing a training plan.
- ⇒ Communicate interests and prepare your projected plan with your supervisor with ideas for personal development. Include any available certificate programs offered through Human Resources and SCDOC.
- ⇒ Communicate with supervisor any additional training opportunity after plan is agreed upon.
- ⇒ Work towards completion of the annual training hours.
- ⇒ Work with supervisor to minimize any excessive accumulation of training hours beyond the annual minimum.

Years of Service Training Guidelines

New Employee 0-12 months: Complete on-the-job training and mandatory new employee training required by Human Resources and SCDOC.

Employee 1-5 years: Work to grow as an employee, focusing on knowledge and skills needed to successfully perform your job.

Over 5 years: Continue identifying areas of development and structure training plan to enhance individual capabilities and opportunities within the organization. TIP: Human Resources Certification programs, workshops, supervisor development, etc.

Supervision: Developing Staff Training Plans

- ⇒ Communicate with employee. Incorporate training discussion into PMI.
- ⇒ Utilize Years of Service Training guideline as a starting point when designing a training plan.
- ⇒ Understand county and department training focus and have knowledge of the various training opportunities.
- ⇒ Identify necessary and on-going training. (i.e.: CPR certification, MAB certification, Motivational Interviewing, WRNA and LS-CMI certification, YLS/CMI 2.0 certification, etc.)
- ⇒ Prepare, with employee, a projected training plan which will incorporate, first and foremost, job specific training. As proficiency increases, incorporate personal development opportunities.
- ⇒ Review records and training plans in the first and third quarter to ensure that all employees have had the opportunity to attend the minimum number of hours of training.
- ⇒ Minimize training hours which exceed annual required totals for each position. Exceptions shall be justified to the department director.