INITIATIVE & PRIORITY WORK SHEET: *STAFF TRAINING*

Goal Responsible (GR) Person: **Chris Roediger / Dir of HR**   Overall Responsible (OR) Person: Chris Roediger / Dir of HR

YEAR 1: GOALS	RESOURCES				
Description of Assigned Goals	**Needed College Resources**	**Operational Budget Requirements**	**Capital Budget Requirements**	**Challenges or Barriers**	***Can Complete In 1 Year?*** *(if no, move to year 2 or 3)*	**List any unexpected barriers encountered during implementation:**
Create job description for 1/2-time Training Coordinator for NPC HR department.	1. Interview committee 2. HR leadership / management 3. Input / feedback from SPASC as we move forward	$20,000		1. this position would probably be best done by a full-time staff member 2. may be difficult to find a qualified candidate	yes	
Make compliance training customized for NPC	1. Training coordinator time 2. Camtasia / instructional design resources 3. SME from applicable areas throughout the college	resources are mostly fixed expenses that are already in place		1. time 2. agreement on priorities 3. creating meaningful training modules	yes - can begin, but all compliance training probably won't be completed in one year	
E-sign	1. Training Coordinator time 2. Partnership with NPC IS 3. Adobe Acrobat access & expertise	resources are mostly fixed expenses that are already in place		1. time 2. agreement on priorities 3. creating meaningful training modules	yes	
YEAR 2: GOALS	**RESOURCES**					**Why were these goals NOT included in year 1?**
Teach employees to use what we have	1. HR Training Coordinator time and expertise 2. NPC IS partnership / expertise 3. Working knowledge / understanding of technology that needs to be trained / learned by staff & faculty			agreement in how best to proceed, and learning the skills that employees so we can teach them	yes - can begin, but this will be a multi-year endeavor	Year one will provide the base needed to get this project off the ground
YEAR 3: GOALS	**RESOURCES**					**Why were these goals NOT included in year 1 or 2?**
Supervisor Training	1. HR Training Coordinator time and expertise 2. Partnership / expertise with NPC leadership 3. Working knowledge / understanding of NPC policies & procedures 4. Updated resources for supervisors that provide tools needed for success			NPC policies and prodedures need to be updated to provide needed resources for supervisor success	maybe - if HR is successful providing updated resources that supervisors require for success	Year one and two will provide the base needed to get this project off the ground
Approval Signatures and Date		*Goals suggested to be deleted or placed on the "Opportunity Board."* *(Add brief rationale - leave blank if none)*				
GR:						
GR Supervisor:						
OR:						

OPERATIONAL PLAN

This form is ONLY completed for year 1 goals. List goals in order of importance, 1 being top priority.

Department Name   Fiscal Year of Execution:

GOAL #	SUPPORTS STRATEGIC PLAN #	GOAL DESCRIPTION	# OF STEPS TO COMPLETE GOAL	DEADLINE FOR GOAL COMPLETION	ASSIGNED TO	RESOURCES NEEDED	MEASUREMENT OF COMPLETION
1		**Hire Training Coordinator**	5		HR / Chris Roediger		Training Coordinator is hired.

DETAIL OF ACTION STEPS		
GOAL # 1	DESCRIPTION OF STEPS	Time Estimage
Step 1	Complete Personnel Requisition	Completed 8/30/18
Step 2	Select candidates to interview (job posted thru 9/21/18)	Completed Thursday 9/27/2018
Step 3	Schedule Interviews	Completed Friday 9/28/2018
Step 4	Interview selected candidates	Completed 10/16/2018
Step 5	Make a recommendation to hire or re-post	Completed: Hired and Started 11/1/18

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2		**Safe Colleges**	5	ongoing	HR / Training Coordinator	Safe College vendor access	Safe Colleges courses are chosen, distributed to faculty / staff, and training occurs.

DETAIL OF ACTION STEPS		
GOAL # 2	DESCRIPTION OF STEPS	Time Estimage
Step 1	Training Coordinator is trained on the use of Safe Colleges	Completed January 2019
Step 2	Update employee list (manual process)	Completed January 2019
Step 3	Select Spring Semester training in January 2019	Recommend to SPASC 2/1/19
Step 4	Distribute selected training to faculty and staff	Deploy by mid-February 2019
Step 5	Training Coordinator will send reminders to employees as necessary	Throughout Spring Semester 2019
Step 6	Training Coordinator partners with Administration to deploy driving training to students using NPC vehicles.	Process in place January 2019
Step 7	HR works with Admin receive Trust Loyalty Credit for participating in specified SafeColleges training.	Process in place January 2019
Step 8	Director of Human Resources and Training Coordinator negotiate financial arrangement with SafeColleges annually.	Confirm 2019-20 pricing by 2/1/19

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3		**Camtasia**	5		HR / Training Coordinator	Camtasia	Departments are posting training video's

DETAIL OF ACTION STEPS		
GOAL #3	DESCRIPTION OF STEPS	Time Estimage
Step 1	Learn to use Camtasia	By end of February 2019
Step 2	Create a Camtasia training on using Camtasia	By end of March 2019
Step 3	Create a Camtasia training on eSign	By the end of April 2019
Step 4	Meet with Department Heads to introduce Camtasia, and discuss opportunities / possibilities for specific departments	End of Spring semester 2019
Step 5	Work with employees who are creating Camtasia trainings (train, support, assist)	ongoing
Step 6	Create a filing system for Camtasia trainings that are accessible to NPC employees (work with Marketing)	6 months

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4		**NPC Learning Library**	5		HR / Training Coordinator	Camtasia	Employees have access to learning library of resources (internal, external, etc.)

DETAIL OF ACTION STEPS		
GOAL #4	DESCRIPTION OF STEPS	Time Estimage
Step 1	Work with NPC IS to identify where to house NPC Learning Library	by end of April 2019
Step 2	Create a file / folder system for storing and sharing learning resources	By end of May 2019
Step 3	Contact other AZ Community Colleges about traning: learnings to share? Best practices? Collaboration???	End of Spring semester 2019
Step 4	Post NPC internal Camtasia learnings that are created in various NPC departments in Learning Library	ongoing
Step 5		

SPASC APPROVAL?	APPROVAL DATE: