

Staff/Training Assessment Findings

If you learned ...	What to Do/How to do it
Staff lack skills or knowledge essential for the job	Provide training: <ul style="list-style-type: none"> • Assign exemplary staff to train/coach others • Obtain external training
Staff are not doing in-reach, i.e., not talking w/clients about male services	<ul style="list-style-type: none"> • Provide staff training on the importance of in-reach • Provide regular, ongoing data to staff about male client numbers • Provide regular, ongoing feedback to staff about their in-reach efforts
Supervisors lack skills or knowledge to mentor, coach, provide feedback and training	Provide supervisor training: <ul style="list-style-type: none"> • Assign exemplary staff to train/coach others • Obtain external training
Issues/concerns identified under “ah-ha moments” on Staff Discussion Guide results pages	Explore ideas offered on results pages: <ul style="list-style-type: none"> • Which are most likely to resolve the issues? • Which are most viable? • Which do you need additional support/resources to accomplish?
Issues/concerns identified via client satisfaction activities	Discuss issues with staff and solicit their input on how to address Ask other agencies how they’ve resolved similar issues
Training needs identified on training needs assessment or through other means	Identify local resources who can provide face-to-face training Identify existing training, including face-to-face, via webinars or online training

STAFF/TRAINING ASSESSMENT FINDINGS WORKSHEET

Identify up to five priorities. For each, complete the following:

Staff/Training Priority #1

Activity:	
Person(s) responsible	
Timeframe	
Measure of success	

Staff/Training Priority #2

Activity:	
Person(s) responsible	
Timeframe	
Measure of success	

Staff/Training Priority #3

Activity:	
Person(s) responsible	
Timeframe	
Measure of success	

Staff/Training Priority #4

Activity:	
Person(s) responsible	
Timeframe	
Measure of success	

Staff/Training Priority #5

Activity:	
Person(s) responsible	
Timeframe	
Measure of success	