




Domain

Workforce Development


Presented by
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Workforce

Overview

- **Workforce Development**
- Participants will be able to:
 - Describe the purpose of assessing workforce competency
 - Learn about options for assessment of staff including the TRAIN on-line assessment workforce tool
 - Describe the Council on Linkages Core Competencies
 - Generate ideas regarding how the workforce assessment results can be utilized
 - Learn how a Local Health Department has used the assessment data
 - Identify ways in which the assessment data can be utilized to meet accreditation standards
 - Relate Public Health Accreditation Standards and Council on Linkages Core Competencies for Public Health Professionals to Performance Evaluation and Training Plans
 - Learn what components are in a workforce development plan
 - See an example of an employee evaluation tool
 - Describe elements of successful performance evaluation and professional development plans
 - Special topic of interest: Identify strategies for LHO skill development




Workforce

Standards

- 8.1 Encourage the development of a sufficient number of qualified public health workers.
- 8.2 Ensure a competent workforce through the assessment of staff competencies, the provision of individual training and professional development, and the provision of a supportive work environment.

Standard 8.1

- “Encourage the development of a sufficient number of qualified public health workers.”



Measure 8.1.1

- **Document a partnership or collaboration that promotes public health as a career choice**

Standard 8.2

- “Ensure a competent workforce through the assessment of staff competencies, the provision of individual training and professional development, and the provision of a supportive work environment.”



Measure 8.2.1

- The Health Department must provide a specific **Workforce Development Plan**
- The Health Department must document implementation of its Workforce Development Plan

Measure 8.2.2

- Recruit qualified individuals
- Recruits reflect your demographics
- Document retention activities
- Provide position descriptions with competencies
- Document process to verify staff qualifications
- Document that qualifications have been verified for all staff hired in the past 2 years

Measure 8.2.3

- Document completion of staff's annual personal professional development plan
- Document training for leadership and management staff
- Document attendance at leadership or management development training. Online courses are acceptable.

Measure 8.2.4

- Provide an environment that is supportive to the workforce
- Provide employee recognition policies
- Provide a policy or plan to promote health and wellness and prevent disease

So---Do You Develop Your Workforce through Continuous Learning?

- Does your organization develop and maintain a highly qualified, well-trained and diverse workforce?
- Does your organization assure optimal workforce development and build a culture of learning and improvement - - including an explicit focus on health equity?
- Does your organization incorporate continuous quality improvement into the daily work to advance health equity?



RETREATS

How do you recognize staff? How do you build up your team? Icebreakers.....

Are you a good leader? Do people want to be on your team?



Performance Management Tools

Name	Position	Department	Performance Metrics
John Doe	Manager	Department A	75%
Jane Smith	Analyst	Department B	80%
Mike Johnson	Analyst	Department C	70%
Sarah Lee	Analyst	Department D	85%
David Kim	Analyst	Department E	72%
Emily White	Analyst	Department F	78%
Chris Brown	Analyst	Department G	76%
Alex Green	Analyst	Department H	74%
Olivia Black	Analyst	Department I	79%
Noah Gray	Analyst	Department J	73%

Facilitates the Green Lake Co. employee wellness program, providing regular activities & educational opportunities to promote healthy lifestyles.

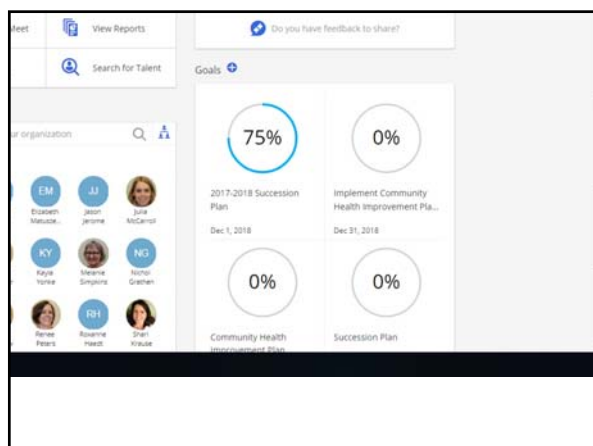
ITEM WEIGHT

SCORE	NAME	COMMENT
5	Outstanding	
4	Exceeds Expectations	
3	Meets Expectations	
2	Does Not Meet Expectations	
1	Needs Improvement	

Annually collects, tracks and evaluates data to contribute to progress of Performance Management Plan.

ITEM WEIGHT

SCORE	NAME	COMMENT
5	Outstanding	
4	Exceeds Expectations	



Strategies for Employee Evaluations

- Make sure staff understand your Mission, Vision and their job descriptions.
- Communicate—and involve staff when making changes.
- Core Competencies should be organizational and professional.
- Mandatory trainings, accreditation requirements should be spelled out in the annual training plan.
- Tracking training is essential—who is responsible? How do you do it?
- Track progress throughout the year. If there is problem, don't wait to address it. Help the employee get back on track.
- Give praise when it is due! Celebrate success!!!

SABA

HALOGEN

Feedback Friday:

Manager's Edition

NOTE: The following Halogen Feedback option is only available for managers to post, however, it is important for employees to understand the purpose and definition of this feedback option and/or when he/she receives the feedback.

ATTENTION MANAGER



Do you have feedback to share?

What is a COACHING TIP in Halogen?

An Informative commentary or piece of information to help employee development that can be written by management.




IT IS IMPERATIVE TO ADDRESS UNACCEPTABLE PERFORMANCE AS SOON AS IT BECOMES APPARENT

"A culture of mediocrity is the enemy of effectiveness and efficiency."

Coaching Tip

EXCEPTIONAL EXAMPLES: COACHING TIPS



Reports

POSITIVE ATTITUDE WITHIN THE WORKPLACE

When many things are going badly, this is a time to look for positives. People raise their own spirits by asking themselves questions such as: (1) "Despite these discouraging trends, what encouraging things are happening?" or (2) "What things are going right, even while other things may be disappointing at the present time?"

LOOK FOR NEW WAYS TO DO THINGS

As you go about your work, ask yourself, "Is this the absolute best way to do this?"



Feedback

Just weeks ago, I reported that 25 out of 200 employees have sent feedback within Halogen. We are now up to 272 out of 200 employees.

Feedback Friday: Manager's Edition

Feedback Friday

Journal Note

When you create a JOURNAL NOTE, you can choose whether or not you would like to share the information with your manager(s).

When sharing the JOURNAL NOTE with your manager(s), you are providing them with valuable information to be into consideration at the time of your annual evaluation.

PRO TIP

Load, into Halogen, any documents related to a reference or webinar that you attended or viewed (for example: agendas, photos, or presentation slides) and add a brief

What is a JOURNAL NOTE in Halogen?

A statement or comment written by the employee.

Do you have feedback to share?

An Example:

Title: Breakfast Briefing: Preventing Sexual Harassment in the iMAA Too Era

On February 1st, I attended the Breakfast Briefing hosted by vordineen titled, "Preventing Sexual Harassment in the iMAA Too Era" at Bridgewood Conference Center in Napa, CA.

Topics of discussion included:

- How to enforce workplace culture.
- How to develop processes to prevent claims
- How to effectively address claims that arise to minimize legal and operational vulnerabilities

☒ Share feedback with management.

☐ Share with management.

Send Cancel

HALOGEN SOFTWARE SABA

The screenshot shows a PowerPoint presentation with a blue header bar containing the text "Feedback Friday (2.1) - A". The main content area has a white background with a large blue "X" watermark. The presentation includes several slides:

- A title slide with the text "Feedback Friday" in large, bold, black letters.
- A slide with the text "When should I send COGNITION?" in bold black letters, followed by a list of bullet points:
 - When a co-worker or supervisor gives a commendable presentation at a meeting.
 - When a co-worker or supervisor received an award or recognition at a professional conference.
- A slide with the text "Check out the 'News Feed' on the side of your Halogen Homepage to see any feedback that" in bold black letters.
- A slide with a large blue thumbs-up icon and the text "Recognition" in large, bold, black letters.
- A slide with the text "What is RECOGNITION in Halogen?" in bold black letters, followed by a definition: "An acknowledgement of an achievement or a positive acclaim of performance written by anyone."

The presentation is displayed in a window titled "Feedback Friday (2.1) - A" with a standard Windows taskbar at the bottom.

Evaluation time-----

- What types of evaluations do you do?
- Does your employee evaluate themselves too?
- What if you give them all 2's and 3's and they give themselves all 5's?
- Break into your small groups and share something about an evaluation that you either gave or received that has stayed with you. (5 min)

APPRECIATION SPOTLIGHT

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Appreciation

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illy thank you Aaron and your staff for being
g Fair set-up. You were courteous and helpful to
his is an inconvenience, but are very grateful
nk you Aaron for making this a smooth
asure to work with you this year.

To show your fellow coworkers
some APPRECIATION, click the "Do

Be a Good Role Model—Do not succumb to the 15 Diseases of Leadership

- 1. The disease of thinking we are immortal, immune, or downright indispensable
- 2. Another disease is excessive busyness
- 3. Then there is the disease of mental and [emotional] “petrification”
- 4. The disease of excessive planning and of functionalism
- 5. The disease of poor coordination
- 6. There is also a sort of “leadership Alzheimer’s disease”

15 Diseases of Leadership Con’t...

- 7. The disease of rivalry and excessive vanity
- 8. The disease of existential schizophrenia
- 9. The disease of gossiping, grumbling, and back-biting
- 10. The disease of idolizing our superiors
- 11. The disease of indifference to others
- 12. The disease of a downcast face
- 13. The disease of hoarding
- 14. The disease of closed circles
- 15. Lastly: the disease of extravagance and self-exhibition

LAST BUT NOT LEAST

- Find the courage to not just be yourself, but the best version of yourself. Then you can challenge others to be better versions of themselves.

Thank you!

- Time for questions or comments.....