

Welcome to the Webinar Series on the Workforce Toolkit.

We will begin at 2:00 pm central

Employee Development Tools for Retention



Mark Olson
Institute on Community Integration
University of Minnesota

Employee Development Series Learning Objectives

- Explain the purpose of employee development programs
 - » Organizational
 - » Individual
- Explain why it is important to conduct ongoing employee performance assessments (Session III)
- Describe best practice in developing job descriptions (Session II)
- Explain the job analysis process (Session II)

Employee Development Programs

- Develop knowledge, skills and attitudes for the job
- Build and improve job performance
- Contribute to organizational success
- Improve the quality of supports
- Support a line of succession within the organization
- Provide promotional opportunities within the organization
- Build professional relationships between employee and supervisor



Benefits to the Employees

- Encourages employees to reach their greatest potential
- Enhances productivity and job satisfaction
- Improves job and career related skills
- Improves job knowledge and experiences
- Provides self-motivation for learning
- Offers a career path and growth opportunities
- Improves confidence on the job



Benefits to the Individual Being Supported

- More confident DSPs and FLSs provide better supports
- Better support equals a better quality of life
- More stable and effective workforce equals organizational effectiveness in supporting the needs of individuals



Benefits to the Employer

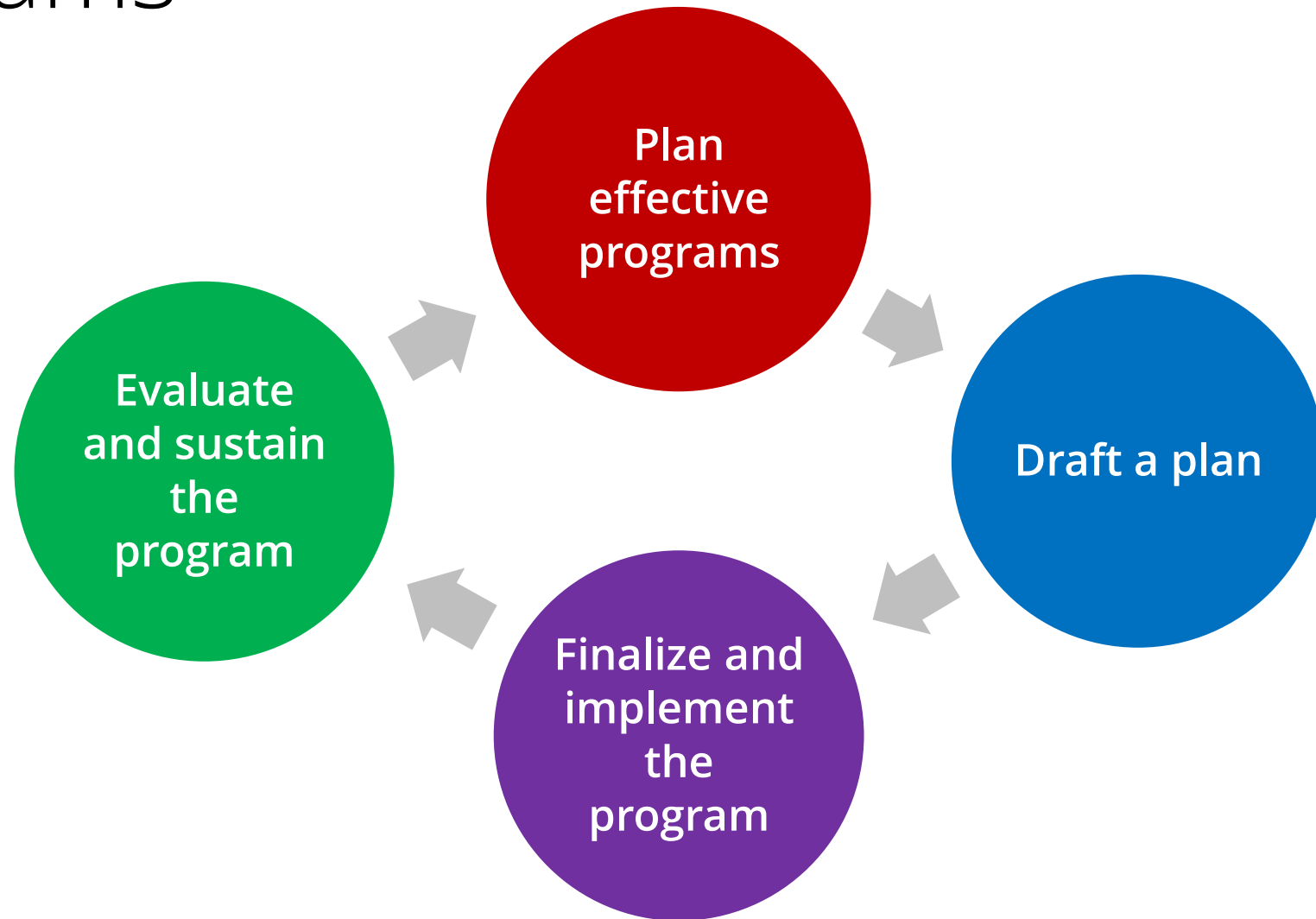
- Better retention rates and lower turnover & vacancy rates
- Increases in a highly skilled workforce
- Improved return on training investments
- Improved competitive edge
- Improved motivation of employees



Blocking the Exodus



Creating Employee Development Programs



Planning Effective Employee Development Programs

- Utilize the job analysis and assessments materials
 - » Identify skills needed for each position – job descriptions
 - » Identify outcomes for individuals being supported
 - » Identify possible skill gaps
- Align organization's mission, vision and values
- Allocate of human and financial resources
- Solicit and garner buy-in from decision makers /stakeholder



Drafting a Plan for Employee Development Programs

- Identify possible resources and tools
- Align program with organizational strategic goals in mind
- Develop rewards and recognition for successful participation
 - » Bonuses
 - » Raises
 - » Certificates / Plaques

Drafting a Plan for Employee Development Programs

- Develop program evaluation methods
 - » Measurement tools
 - » Define goals and outcomes
 - » Define data points



Finalizing and Implementing Employee Development Programs

- Seek feedback from stakeholders on draft plan
- Seek approval of management / human resources /decision makers

Implement

- Rollout the program
- Kick-off the program
- Collect evaluation measurement data



Evaluating & Sustaining Employee Development Programs

Analyze data and summarize findings

Describe and discuss:

- What was successful?
- What were some of the barriers, challenges, or issues experienced by employees?
- What needs to change or improve for program to be more successful?

Report findings to decision makers / stakeholder

Revise program based on evaluation findings



Drafting Individual Employee Development

- Identify goal statements
- Identify action steps
- Develop time frame for accomplishment
- Plan for and identify evaluation measure
- Identify potential barriers and how to overcome these



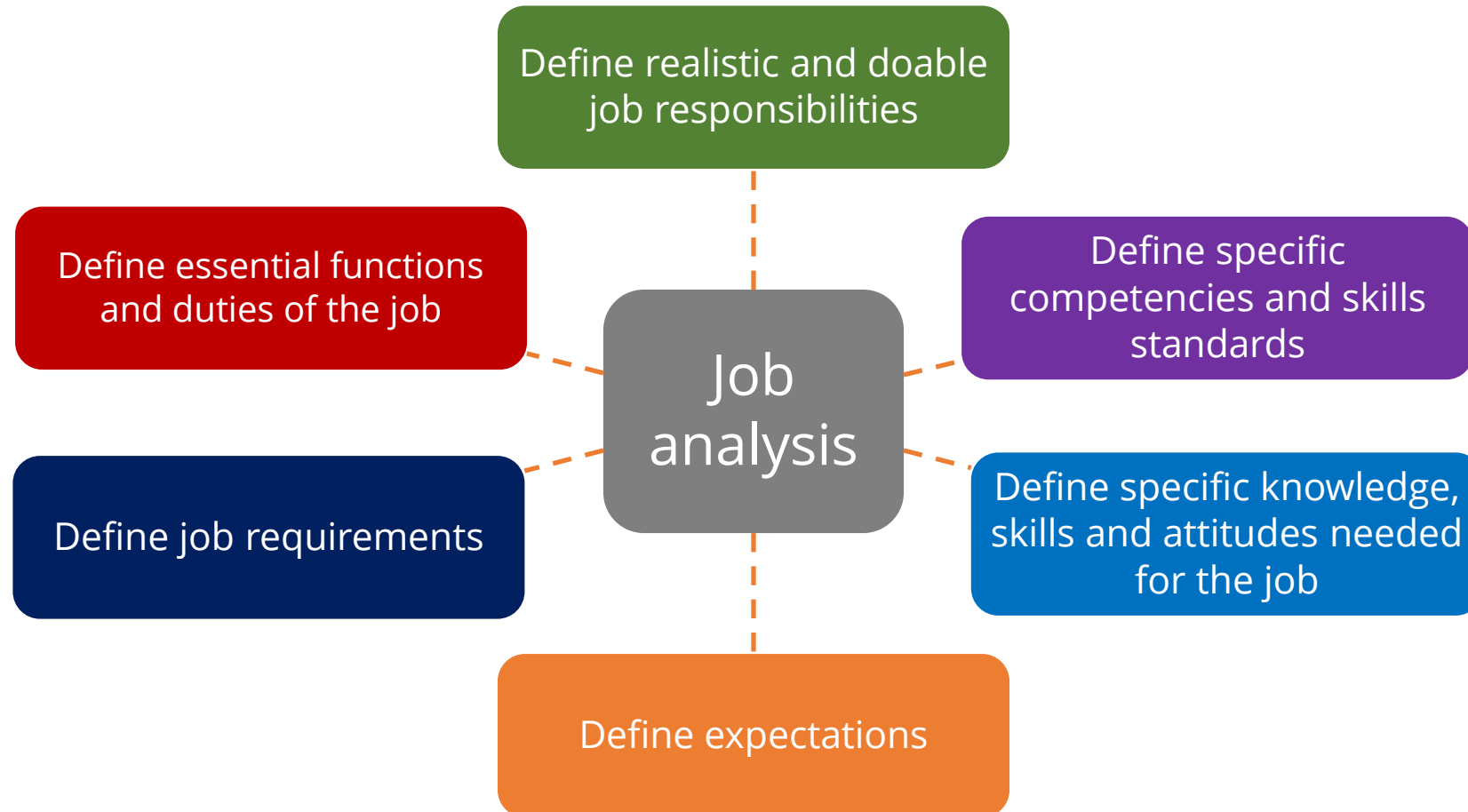
Finalizing Individual Employee Development

- Meet and discuss drafted plan
- Provide feedback and revise plan as needed
- Define progress review schedule
- Support employee to implement their plan
 - » Reinforcing, coaching, and mentoring
 - » Supporting and celebrating success

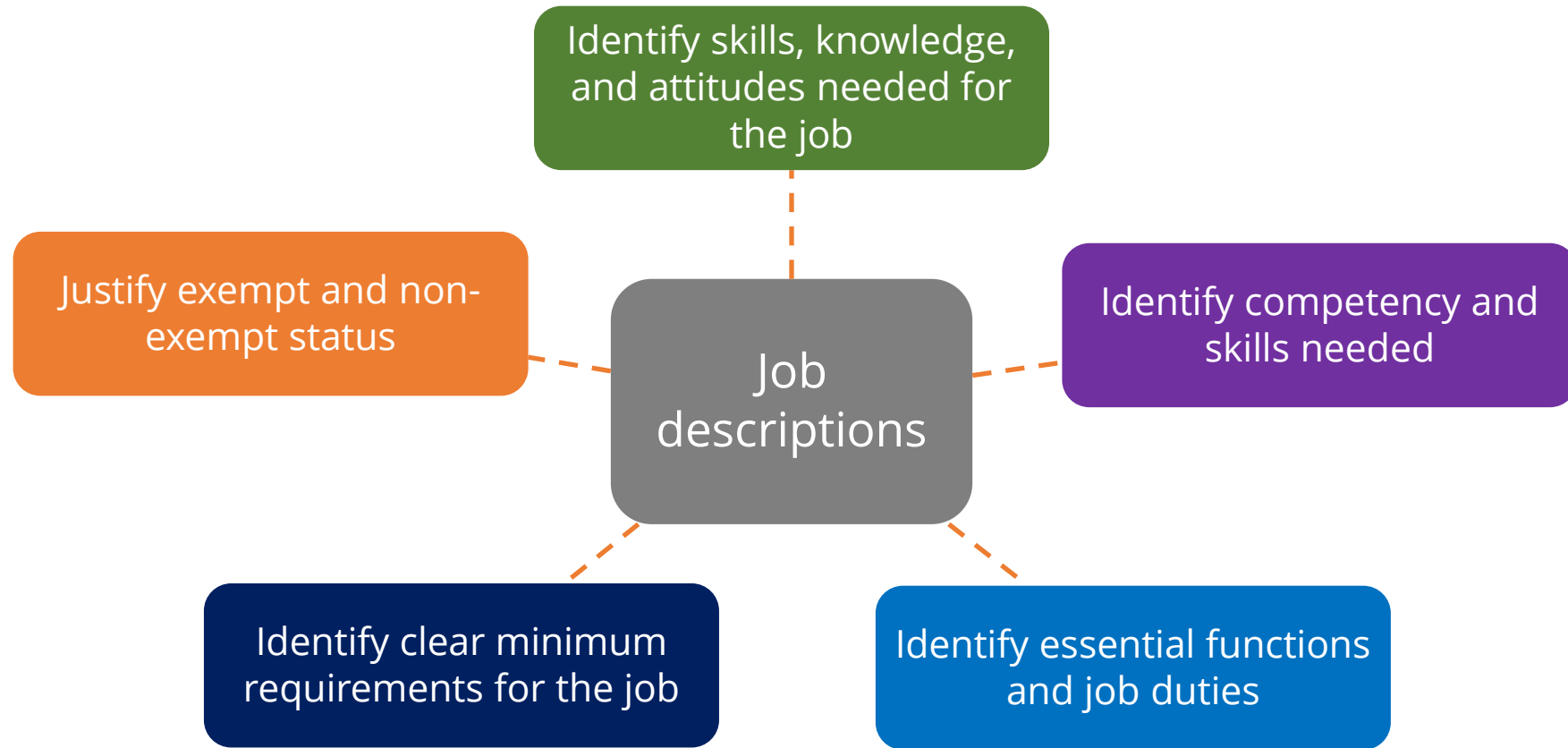


Coming Soon.

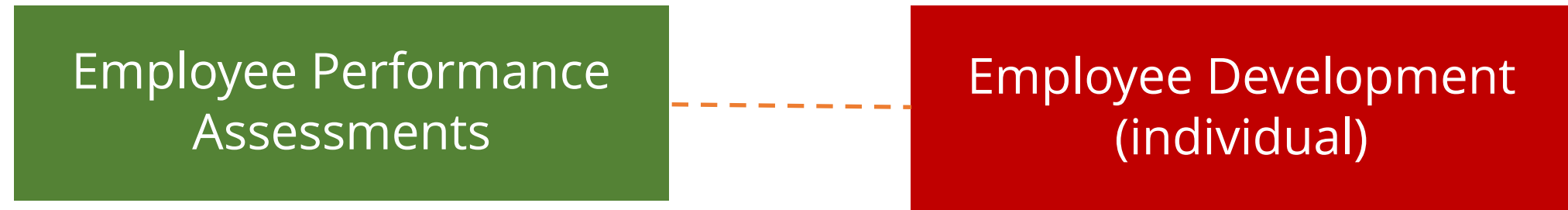
Employee Development Plans: Important Connections



Employee Development Plans: Important Connections



Employee Development Plans: Important Connections



Questions?

To receive the slides from today's webinar or to further discuss this strategy:

- Contact your University of Minnesota consultant
- Go to: tenncare.ici.umn.edu
- Email us at: dsp-tn@umn.edu

Next Workforce Toolkit Webinars

Employee Development Part II **July 17th** 2 p.m. CST

Employee Development Part III July 30th 2 p.m. CST

Recognition Programs August 11th 10 a.m. CDT

<https://tenncare.ici.umn.edu/>