

Individual Training Needs Assessments and Individual Development Plans Are Coming!

By Nan Beeler and Christina Carter, Institute for Human Services

After a lengthy hiatus, the OCWTP will soon be launching an automated Individual Training Needs Assessment (ITNA) and Individual Development Plan (IDP) process through E-Track. In fact 45 supervisors from around Ohio will begin piloting the E-Track-driven ITNA and IDP for a 2-month period, beginning in early February. We are thrilled so many supervisors volunteered and are eager to receive their feedback! Many of you may not remember completing paper and pencil ITNA's in the days of TrainTrack. While the foundational principles have stayed the same, the physical process has changed quite a bit.

What's in it for you and your staff?

Assessing your staff members' knowledge and skill gaps is the critical first step in ensuring they are prepared to perform their specific job tasks. Compiling an individual development plan, the second step, ensures a worker receives the right learning interventions at the right time to address high-priority training needs identified in the ITNA. The OCWTP's automated ITNA/IDP process provides supervisors systematic and thorough tools to complete these important steps with their workers. The resulting data informs the training system what types of learning is needed where throughout the state.

How will it work?

As a supervisor, you will initiate the ITNA process by completing a web form to identify the skill sets to be included in your worker's ITNA. For example, if your worker is responsible for ongoing work with families, you may want to assess his training needs in Domestic Violence, Substance Abuse and/or Interviewing Methods.

Your Regional Training Center (RTC) will then create an ITNA for you and your worker to complete together in E-Track. When completing the ITNA, you and your worker will review each competency statement and rate the level of development needed by the worker in that competency to be able to do his/her job.

Once all competencies are rated, you and your worker will review the results and decide which of the highest ranked competencies are most critical to move as objectives to the worker's IDP in E-Track.

Once you've created IDP objectives, you'll be able to immediately link to available learning interventions to address each objective. You may also decide to use reading, shadowing, coaching, and other non-classroom activities to address some objectives. You will decide when your worker has completed all the activities under an objective, and mark it as closed on the IDP. Additional objectives and activities can be added at any time to meet individual worker needs or to address emerging issues in the unit or agency.

How will supervisors learn how to use it?

The OCWTP has developed a just-in-time online learning module to provide you background information on how the ITNA and IDP fit within competency-based training and your responsibilities to provide educational supervision. You and your worker will also receive a Quick Start Guide with step-by-step instructions on how

to complete each step in the ITNA/IDP process. Finally, your RTC will provide additional help, as needed, by working with you in person, over the phone or online, either individually or in small groups.

When will the ITNA and IDP be launched?

Soon! After we complete the ITNA and IDP pilot, we will make any needed revisions to the instructional materials and processes, and then launch statewide. We are hoping this will occur in May 2014. So, stay tuned for more information!