

Skills Enhancement Program Policy Template

Make a statement about the goal of your policy. You can use language from the PEAK criteria or your home's mission and values statement.

EXAMPLE:

POLICY:

The team at (home name) recognizes team members as our greatest asset. We know that caregiving is a tough job and we realize good caregivers possess a special skill set. In an effort to retain good caregivers it is our goal to reward them with the opportunity to enhance this skill set. It is our policy to recognize the value of each individual team member by supporting them in all efforts to grow both personally and professionally through our formal Skills Enhancement program.

VERSATILE WORKER TRAINING:

All new hires are required to complete our new hire general orientation process. This orientation includes formal training in each of the following areas for all team members:

List areas of orientation done in your home to provide versatile worker training.

EXAMPLE:

- Safe food service and dining processes
- Housekeeping expectations and processes
- Life enhancement and activity responsibilities
- Transportation training
- Personal laundry

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SKILLS ENHANCEMENT PROGRAM:

Decide the criteria for a team member to participate, for examples: Length of employment, status of performance, no outstanding coaching situations, etc.

EXAMPLE:

All employees who have completed their initial 90-day orientation period successfully can participate in the program.

Decide who will handle enrollment into the program, for example: Human resources staff, Administrator or immediate supervisors/leaders.

EXAMPLE:

Participants can enroll in the program by simply informing their immediate supervisor of their wish to participate.

Decide who will serve in your organization as skills enhancement coaches.

EXAMPLE:

Participants will be assigned a Skills Enhancement Coach. This could be a Supervisor, Team leader, or in some cases a peer.

Decide the process for your program and list it in brief steps.

The coach will schedule the initial development session to complete the Personal Development Plan. The Coach and Participant will collaborate to complete a development plan. They will determine the frequency of regularly scheduled sessions to work through the plan. The sessions will continue until the participant has achieved their goal(s).

Skills Enhancement Program Personal Development Plan

Date of initial goal setting session: _____

Participant: _____ Coach: _____

Initial goal(s) in the participants own words:

I would like to.....

Participant and Coach will work to identify potential educational opportunities/resources to achieve goal. List Here:

Skills Enhancement Program Personal Development Plan

Coach will actively explore the following opportunities prior to the next session.

The participant agrees to the following steps prior to the next session.

The next scheduled session: _____

Participant: _____ Coach: _____

Skills Enhancement Program Personal Development Plan

Follow-Up Session: _____

Participants Update on Plan:

Coach's Update on Plan:

Additional Concerns Identified to Address:

Skills Enhancement Program Personal Development Plan

Coach Agrees to the Following Steps Before Next Session:

Participant Agrees to the Following Steps Before Next Session:

The next scheduled session: _____

Participant: _____ Coach: _____