

**Public Health Work Force Competency 2014 Assessment
&
Individual Learning Plan
February and March 2014**



It is time for us to repeat the Core Competencies Self-Assessment completed by all staff one year ago. From the results, each employee will identify an individual learning plan that focuses on improving at least one competency area by the end of calendar year 2014. There is no pressure for you to get a high score. What we want is an honest assessment of your own strengths and areas for improvement.

How to Take, Save, and Submit your Assessment

Here are the steps for your 2014 Core Competencies Self-Assessment. **Please complete this assessment by the end of the day on Wednesday, April 2. It should take at most a half hour.**

Tip: Do not use google chrome as your browser for these links because it won't save your input.

1) Please use the following link to get to the Tier 2 Core Competency Assessment:

http://www.phf.org/resourcestools/Documents/Competency_Assessment_Tier2_2012Jan.pdf

2) Complete the assessment. When you are done, save a copy for yourself.

3) Send a copy **with your name in the file name** (**LASTNAMEcorecomp2014.doc**) to two people:

- **Your supervisor.** This will be used in a personal review to help you plan individual training. Supervisors will make sure that all staff complete this assessment.
- **Robin Nielson-Cerquone** (rnielson@co.missoula.mt.us). Robin will make sure your assessment is added to your Training Manager file for your reference. She will then create an anonymous copy. The anonymous assessments will be used to understand staff competencies for each division and for the staff as a whole.

How to Take, Save, and Submit your Individual Learning Plan

1) Compare your results to last year's assessment. Identify at least one core competency area for individual improvement between now and December 31, 2014.

2) Fill out the attached **Individual Learning Plan** form. Keep a copy and send a copy with file name (**LASTNAMElearnplan2014**) to **your supervisor by Wednesday, April 2**.

Thank you for your participation. Your individual assessment & learning plan will remain confidential.



Individual Training Plan 2014

NAME

DATE

Core Competency Assessment 2014	
Competency with highest score:	
Competency showing most improvement over previous year's assessment:	
Competency with lowest score:	
Competency with low score that has not improved over past year:	

Based on employee scores, interest, and job-related needs, the employee, with supervisor approval, will identify at least one area of competency-based training to be completed by December 31, 2014. Please see attached list of resources.

Record the selected area(s) of individual competency-based learning below and, if known, the specific training for accomplishing it.

Competency to Address	Training Selected	Target Date for Completion

Reviewed by: (SUPERVISOR NAME)

Review Date: (DATE)



Resources for Meeting Individual Training Goals

These resources are meant to help you locate training to meet your own goals. You are not limited to training from these sources. If you locate training that you believe fits your plan, talk to your supervisor. Supervisors will approve all training.

Training Offered Regularly

Missoula County HR Leadership/Supervisory Training

- Human Resources offers a leadership and supervisor training series every year
- Staff is regularly notified of this training

Summer Institute

<http://www.dphhs.mt.gov/publichealth/mphti/>

- The 2014 Summer Institute dates are July 14-18
- Information about courses will come out in the spring

Montana Public Health Association Conference

<http://www.mtpha.com/>

- The next conference will take place September 30-October 1 in Missoula
- The schedule will come out in the summer

Tuition Reimbursement

- Employees who work at least half time are eligible for Missoula County's tuition reimbursement program
- With the approval of supervisors and HR, employees can be reimbursed for books and tuition up to \$600 per fiscal year

University of Montana School of Public & Community Health

<http://publichealth.health.umt.edu/>

- Offers a Master's in Public Health (MPH)
- Offers a Certificate of Public Health
- Minimum of a CPH is now required for most supervisory positions at MCCHD

Online Training

Ohio State University Center for Public Health Practice

<http://cph.osu.edu/practice/training-opportunities>

- Lots of free online learning, some of which is brief
- Good quality
- New options added frequently

Northwest Center for Health Practice

<http://www.nwcphp.org/training>

- Free online courses and webinars

- You can search for training by topic
- The site also lists in-person training conducted by the Northwest Center

New York New Jersey Public Health Training Center

<http://www.phtc-online.org/learning/pages/catalog/>

- This is the group who created “Exploring Cross Cultural Communication,” which all staff have completed
- Includes more entry-level public health training
- Training categories include Performance Management, Case Studies, Health Literacy, Public Health Basics, and Communication and Cultural Competency
- Includes the Messenger Series of brief trainings in workplace interpersonal and communication skills