

Workforce Development Plan Worksheet

Step 3 Driving and Restraining Forces	PHAB Measures/ Activities	Step 1 Current State	Step 2 Purpose, What to Do, How to Do	Step 4 Pause	Step 5 Work Plan	Step 6 Sustaining Gains and Improvements
	Establish relationships with academia (8.1.1 S and 10.1.2 T/S) and others (8.1.1 T/L & 10.2.2 A)					
	Assess HD workforce competencies & gaps (8.2.1 A)					
	Address competency gaps (8.2.1 A)					
	Leadership, management, and other staff development activities (8.2.3 A)					
	SHD assistance to Tribal & Local HDs (8.2.5 S)					
	Use IT to support HD mission & workforce (11.1.6 A). May support other training-related documentation needs.					
	Integrate Core Competencies into job descriptions (8.2.2 A)					
	Recruitment & retention issues/needs, including work environment (8.2.2 A and 8.2.4 A)					
	Other					

Visit www.phf.org for other tools and resources on quality improvement, performance management, and workforce development



Summary of Tools Accompanying Tips

Tip #1: Determining Goals -- Goals Worksheet (on conference slide)

Tip #2: Assessing Competencies

Western Region Public Health Training Center - wrphtc.arizona.edu/

Council on Linkages Assessment Tools - www.phf.org/competencyassessments

3-Step Competency Prioritization Matrix - www.phf.org/competencysequence

Radar Chart – www.phf.org/qiencyclopedia

Tip #3: Filling Competency Gaps

TRAIN Learning Management Network – www.train.org

CDC Learning Connection - www.cdc.gov/Learning/

Western Region Public Health Training Center - wrphtc.arizona.edu/

Competency-based Job Descriptions - www.phf.org/competencyjobdescriptions

Tip #4: Reaching Out to Others

Academic Health Department (AHD) Learning Community – www.phf.org/AHDLC

Request an AHD mentor - www.phf.org/AHDmentorship

Workforce Development Plans – www.phf.org/competencyWDplans

Pooling Resources for Onsite Assistance and Training – www.phf.org/piservices

Tip #5: Not Letting the Perfect be the Enemy of the Good – Workforce Development Process (on conference slide)

For information about PHF's performance improvement services, contact Margie Beaudry, mbeaudry@phf.org, 202-218-4415

