

**COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEASTERN MICHIGAN**

**PROFESSIONAL DEVELOPMENT COMMITTEE**

**WORK PLAN**

<b>Goal Area:</b>	<b>Objectives:</b>	<b>Champion:</b>	<b>Timeline:</b>	<b>Status:</b>
<b>1. Ensure the implementation of the regional training policy by identifying trainers, compile curriculum, schedule and conduct trainings.</b>				
	A. Ensure there is a system for staff and providers within network to be trained based on training requirements.	Committee Members	<b>To be reviewed annually</b>	Progress at periodic intervals – Quarterly – April, 2007
	B. Ensure there are an adequate number of regional trainings to train all employees and provider staff across region.	Committee Members	<b>To be reviewed annually</b>	“ “
	C. Ensure there is a system to communicate scheduled trainings.	<b>Suzanne Gondek</b>	<b>December, 2006</b>	“ “
	D. Oversee the coordination and production of regional trainings and materials	Committee Members	<b>December, 2007</b>	“ “
	E. Create a training reporting checklist for regional committees	Leslie Hall	January – February, 2006	Approve at February, 2006 meeting <b>COMPLETED</b>
	F. Update Regional Training Policy.	Committee Members	June, 2007	<b>Members are now in process of updating and re-writing parts of the policy.</b>
	...			
<b>2. Conduct a Professional Development Needs Assessment and make recommendations.</b>				
	A. Annually identify areas			<b>In process of developing a</b>

Prepared by:

Date:

Revised Date(s):

	for development of skills, competencies, performance and leadership of employees within the affiliation and its network providers through a needs assessment.	<b>Committee members</b>	<b>December, 2006</b>	<b>training needs assessment tool for staff use December, 2006  COMPLETED – January, 2007</b>
<b>3. Develop a system to ensure all components for trainings.</b>				
	A. Ensure there is a system to track and monitor professional development opportunities employees participate in based on credentialing, licensing and organizational requirements. To include Michigan Social Work licensing CEU requirements.	Committee Members	Begin January, 2006	July, 2007  <b>TRAINING SCHEDULES ARE BEING ENTERED ON AFFILIATION WEB SITE</b>  January, 2007
	B. Identify national, state and local elements of human resource products related to the tracking and maintaining of training personnel records	Committee Members	Begin March, 2007	  <b>IN PROCESS</b>
<b>4. Develop a system to ensure all components for training, presentation and evaluation are effective and competent.</b>				
	A. The committee will	Committee Members	April, 2006	August, 2007

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	<p>obtain input from the Regional Consumer Advisory Council on the trainings and opportunities being made available to employees and consumers.</p> <p>B. B. Consumers and family members will have the opportunity to attend training being offered as approved by the consumer's local CMHSP.</p>			

Updated: January, 2007

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Date:  
Revised Date(s):