DHHR Employee Development Training Plan 2014

Outlined below is the 2014 DHHR Employee Development Training Plan and Catalogue for 2014.

For information about DHHR’s Employee Development program and responsibilities, please refer to Policy 2124, Employee Development. All learning and development activities sponsored and/or provided by the DHHR Employee Development Section are based on the Federal Office of Personnel Management’s Executive Core Qualifications (ECQ’s).

I  Mandatory Training
There are a number of mandatory training requirements. Those listed here are required for all DHHR employees and meet the criteria to be included in this annual training plan.

New employee orientation (online):
- OHRM-ED-202: Personal Safety In Health and Human Resources
- OHRM-EM-102: Civil Rights/EEO Compliance Orientation
- OHRM-ED-003: DHHR & WV Executive Branch Privacy Policies
- OHRM-ED-001: DHHR Orientation for New Employees

Recurring training:
- Civil Rights/EEO Compliance Bi-Annual Refresher

Signup online for the above at http://intranet.wvdhhr.org/ops/DistanceLearning/signup.html

II  2014 Schedule of Events

| Management BootCamp Group 1 (online and South Charleston, WV) | Online Pre-Work | 01/27/2014 – 02/21/2014 |
|DHHR Leadership Conference Group 1 (Roanoke, WV) | Online Session | 09/08/2014 – 09/10/2014 |
|DHHR Leadership Conference Group 2 (Roanoke, WV) | Online Post-Work | 09/10/2014 – 09/12/2014 |
|Management BootCamp Group 3 (online and Bridgeport, WV) | Online Pre-Work | 09/15/2014 – 10/10/2014 |
|Live Session | 10/21/2014 – 10/22/2014 |
|Online Post-Work | 10/23/2014 – 10/31/2014 |
III Learning Events and Content

Management BootCamp 2014
A series of intensive, interactive workshops tailored to DHHR mid-level management, the Management BootCamp teaches application of the various practical skills important to effective management in the DHHR environment. The content covered provides understanding of DHHR structure, processes, bureaus, and programs, our mission-critical partners, as well as essential skills in leadership, performance management, time management, personal effectiveness, and communication, all delivered with maximal efficiency and effectiveness through face-to-face, online, and blended learning methods.

Target Audience:
Mid-level managers, employees overseeing major program areas, and Employees who have expressed interest in assuming positions at the Middle Management level
(Employee whose duties are similar to those within the Administrative Services Manager, HHR Program Manager, and HHR Office Director series; Community Services Managers; and classifications with similar levels of responsibility)

Content Covered:
Ask the Experts
Conflict & Communication
Decision Making
Delegation
DHHR Structure and Bureaus
Employees: Your Greatest Asset?
Issue Assessment & Management
Meeting Management
Performance Evaluations and Expectations
Policy Acumen
Quality Improvement Tools
Selection & Onboarding
Stress Management
Synergy Solutions
Time Management
Final Project
Annual DHHR Human Resources Conference
This annual conference provides Human Resource professionals and personnel processing coordinators from across the Agency with much needed updates on HR issues affecting DHHR. Key features include infrastructure information, standardization efforts, policy acumen, skills information and practice in the areas of employee management, employment services, employee litigation, recruitment and retention, and employee development, as well as live expert advice in a Q&A format.

Target Audience:
HR Professionals and Personnel Processing Coordinators

Content Covered:
HR Infrastructure
Policy Acumen
Employee Management
Employment Services
Compliance
Employee Litigation
Recruitment & Retention
Employee Development
Ask The Experts

Annual DHHR Leadership Conference
First implemented in 2010, the annual DHHR Leadership Conference is developed and designed for the top 4% of the Agency’s Leadership. Each year, executives from all the Bureaus meet to experience tailored learning that is relevant to their professional career and DHHR’s leadership path, gain fresh insights and discuss proven strategies that can immediately impact effectiveness, leverage networking opportunities designed to strengthen and expand their contacts across the organization, and participate in forums and interactive discussions that engage and stimulate idea sharing and dialogue.

Target Audience:
Executive Leaders

Content Covered:
The content is developed uniquely each year based on a number of factors including the current strategic direction and political environment of the Department, needs assessments with DHHR Executive Leaders, hot topics and areas of focus during the current year, and best practices of top performing organizations, all balanced within the Executive Core Qualifications.
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Other Programs Offered
DHHR Employee Development offers a wide variety of courses on programs ranging from presentation skills to instructional design methods to individualized special request training.

Please contact DHHREmployeeDev@wv.gov for further information.

Target Audience:
All Employees based on function and responsibilities

Facilitation of Online Programmatic & Compliance Training
Through its state-of-the-art Blackboard Learn online learning platform, Employee Development facilitates the online delivery of both programmatic and compliance training for all of DHHR's bureaus and offices, as well as for partner agencies, including the Division of Personnel. In addition to internal programmatic training, the Agency's online course offerings are used for the certification of outside personnel, including WIC providers, Early Childhood Care providers, and AMAP Personnel. Other offerings on the system include USDA and IRS mandated training programs, as well as 4 mandatory courses for all DHHR employees: New Employee Orientation, DHHR & Executive Branch Privacy Policies, Civil Rights Compliance, and Personal Safety in Health & Human Resources.

Please refer to the Distance Learning Website for further information and a list of classes currently offered.

Target Audience:
All Employees based on function and responsibilities

Approval
The signature below serves as official approval of the DHHR Employee Development Training Plan in accordance with DHHR Policy Memorandum 2124, Employee Development.

Approval of the DHHR Employee Development Training Plan charges the DHHR Employee Development section with the facilitation and execution of the mandatory learning events specified in the DHHR Employee Development Training Plan, supported by DHHR Policy Memorandum 2124.

Harold D. Clifton
Director, DHHR Office of Human Resources Management

March 31, 2014

January 2014/vmm