



Midwestern Public Health Training Center

WORKFORCE DEVELOPMENT ASSESSMENTS

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FOR THE ORGANIZATION

- ▶ Staffing
- ▶ Retention
- ▶ Recruitment
- ▶ Capacity Building

FOR INDIVIDUALS

- ▶ Training needs
- ▶ Certification requirements
- ▶ Fostering innovation & creativity
- ▶ Promoting professional development goals
 - Performance reviews
 - Career pathways

PURPOSE



WHY ASSESS?

“In order to solve the fundamental challenges of population health, we must address the full range of factors that influence a person’s overall health and well -being.

From education to safe environments, housing to transportation, economic development to access to healthy foods - the social determinants of health are the conditions in which people are born, live, work, and age.”

Public Health 3.0



WORKFORCE DEVELOPMENT ASSESSMENT



01

Discovery & Planning

▶ Determine what you need to discover

- Who (staff)?
- What (skills, knowledge, policy & practice change, culture change)?
- How many learning opportunities?
- Learning experience type (online, in-person, webinars, etc.)?

▶ Develop the Work Plan

- Gantt Chart
- Schedule



▶ **Drafting the assessment questions**

- Different questions for different individuals? (Branch logic)

▶ **Types of questions:**

- Background Questions
- Competency Domain Questions
- Topics & Skills



▶ Sample Background Questions

- What is your organizational role?
- Job title?
- Years of Service?
- Full time/Part time?
- Which branch, division, county, etc.?



02

Question Development

▶ DOMAIN QUESTION DESIGN: Getting what you ask for

Is this skill essential to your
job? (Y/N)

Are you proficient in this
skill? (Y/N)

OR

How important is this skill
to your position? (Low to
Hgh)

How much training do you
need in this skill? (Low to
Hgh)

02

Question Development

▶ Sample Domain Questions: Systems Thinking Skills

	<u>Essential to position?</u>
Manage change within a system	Y/N
Promote interdisciplinary teams	Y/N

If Yes, ask:

Importance to Job
Low -Medium -High

Proficient in this Skill?
Y/N

What are your training priorities in this skill for the next year? (Text box)



02

Question Development

TOPICS	SKILLS
Building Community Partnerships	Community Based Participatory Research
Childhood Obesity	Evidence -Based Public Health
Health Equity	Fostering Community Partners
Injury Prevention	Public Health Emergency Preparedness
Nutrition and Food Systems	



03

Survey Development



Prepare the Survey

01



Distribute the Survey

02



Report on Survey Outcomes

03



03

Survey Development

▶ Prepare the Survey

- Allow 3 -4 weeks
- Pilot test
- Create the notices
 - ▲ Contact list
 - ▲ Heads -up announcement
 - ▲ Official email invitation
 - ▲ Reminder email



03

Survey Development

▶ Deliverables:

- Contact list
- Heads -up announcement
- Official email invitation
- Reminder email



03

Survey Development

▶ Create survey in the software

- Welcome statement
- Styles
- Logos
- Branching logic
- Closing message & download results
- Load the contact list



04

Survey Distribution

SEND WELCOME
EMAIL WITH LINKS

SEND FIRST REMINDER

CLOSE THE SURVEY

01

02

03

04

05

06

ALLOW 2 WEEKS

TRACK
RESPONDENTS

SEND FINAL REMINDER



05

Survey Reporting



INITIAL REPORT
2 DAYS



FORMAL REPORT
READY TO PUBLISH

Word Document
Excel Spreadsheet with Graphics



INCORPORATE STATISTICS
INTO DEVELOPMENT PLAN

2020 Workforce Development Survey
County Public Health
Final Report

Prepared by the Midwestern Public Health Training Center—February, 2020

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QUESTIONS?



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