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
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
02 Question Development
03 Survey Development
04 Survey Distribution
05 Survey Reporting
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.?
Is this skill essential to your job? (Y/N)

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

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

How much training do you need in this skill? (Low to High)
### Sample Domain Questions: Systems Thinking Skills

<table>
<thead>
<tr>
<th>Manage change within a system</th>
<th>Essential to position?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promote interdisciplinary teams</td>
<td>Y/N</td>
</tr>
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</table>

If Yes, ask:

<table>
<thead>
<tr>
<th>Importance to Job</th>
<th>Proficient in this Skill?</th>
</tr>
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<tbody>
<tr>
<td>Low - Medium - High</td>
<td>Y/N</td>
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</tbody>
</table>

What are your training priorities in this skill for the next year? (Text box)
<table>
<thead>
<tr>
<th>TOPICS</th>
<th>SKILLS</th>
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</thead>
<tbody>
<tr>
<td>Building Community Partnerships</td>
<td>Community Based Participatory Research</td>
</tr>
<tr>
<td>Childhood Obesity</td>
<td>Evidence -Based Public Health</td>
</tr>
<tr>
<td>Health Equity</td>
<td>Fostering Community Partners</td>
</tr>
<tr>
<td>Injury Prevention</td>
<td>Public Health Emergency Preparedness</td>
</tr>
<tr>
<td>Nutrition and Food Systems</td>
<td></td>
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</tbody>
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03 Survey Development

01 Prepare the Survey

02 Distribute the Survey

03 Report on Survey Outcomes
Prepare the Survey

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

- Contact list
- Heads-up announcement
- Official email invitation
- Reminder email
Create survey in the software

- Welcome statement
- Styles
- Logos
- Branching logic
- Closing message & download results
- Load the contact list
01. ALLOW 2 WEEKS

02. SEND WELCOME EMAIL WITH LINKS

03. TRACK RESPONDENTS

04. SEND FIRST REMINDER

05. SEND FINAL REMINDER

06. CLOSE THE SURVEY

Survey Distribution
2 DAYS

INITIAL REPORT

FORMAL REPORT

INTEGRATE STATISTICS INTO DEVELOPMENT PLAN

Word Document
Excel Spreadsheet with Graphics
QUESTIONS?