



Writing a Workforce Development Plan for Your Public Health Agency

Center for Public Health Practice Guided Support Announcement

Description

This hands-on support opportunity will assist public health agency-based teams with writing a Workforce Development (WFD) Plan for their organization. Through a combination of webinars, online learning modules, in-person workshop, and 1:1 assistance, participants will be guided through the process of writing a WFD Plan using a [template](#). The Center for Public Health Practice (CPHP) will conduct a workforce assessment (optional) for participating agencies using questions based on the [Core Competencies for Public Health Professionals \(2014\)](#) (up to 70 survey items). From this assessment, a report will be produced and provided for agency use (see details below). Work will be required of teams in between the arranged sessions. At the conclusion of this series, participating agencies will have a final draft WFD Plan and will have identified remaining steps needed to complete it.

Content is aligned with [PHAB](#) accreditation requirements for WFD Plans, [Standard 8.2.1A](#).

Audience

This opportunity is open to Ohio governmental public health *agency-based teams of two to five individuals*. Participants should have responsibilities related to workforce development, training, human resources, planning, and/or accreditation.

Date(s), Time(s), and Location

| What | When & Where |
|--|---|
| Online Module: Introduction to Workforce Development Planning for PHAB Accreditation <i>Provides overview of WFD: competencies, assessment, planning, and resources. Produced collaboratively with NACCHO.</i> | <i>E-learning modules available now:</i> https://osupublichealth.catalog.instructure.com/ |
| Webinar #1: Orientation <i>Live webinar overview of process & expectations; Q & A. Recorded for those not able to participate live.</i> | March 19, 2019, 9:30 – 10:30 am <i>Virtual</i> |

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| What | When & Where |
|--|---|
| Webinar #2 <i>Live webinar introducing competency selection, assessment, and communication. Recorded for those not able to participate live.</i> | April 2, 2019, 9:30 – 10:30 am <i>Virtual</i> |
| Webinar #3 <i>Live webinar to introduce other sources of information to inform needs assessment and gap analysis. Guest presenter (invited).</i> | April 16, 2019, 9:30 – 10:30 am <i>Virtual</i> |
| Workshop <i>In-person workshop for teams to roll up their sleeves and work on their plan with access to on-site expertise and guidance. Introduce training & curriculum plan. Structured and dedicated work time.</i> | April 17, 2019, 9:00 am – 3:00 pm <i>In-person; lunch on your own: Quest Conference Center, 8405 Pulsar Place, Columbus, OH 43240</i> |
| Workforce Assessment (optional) <i>Selected competencies due to CPHP no later than April 18. Agencies receive link to individualized online survey no later than April 29. Surveys close May 10.</i> | |
| Webinar #4 <i>Live webinar to address using competency assessment results and “loose end” topics to be determined by needs of teams.</i> | May 7, 2019, 9:30 – 10:30 am <i>Virtual</i> |
| Workforce Assessment <i>Agencies receive reports by June 10.</i> | |
| 1:1 Assistance <i>Distance-based assistance to be used to address unique needs. Three planned check-ins; other support to be used as needed to discuss challenges, share training resources, answer questions, or review a draft document. Up to 5 hours (total)/team.</i> | Prior to July 31, 2019 <i>Distance (conference call, webinar, or other)</i> |

NOTE: In order to maximize the value of this experience, it is expected that teams meet in between these scheduled times to complete tasks that contribute to the plan’s completion. For example, tasks might include identifying competencies for assessment, developing a training and curriculum plan (schedule), analyzing results of assessment, discussing plan oversight, etc. Please plan accordingly.

Cost

This series is offered with support from the Ohio Department of Health, and there is no cost to participate. Travel and meal expenses are the responsibility of the participants.

Registration

One person from each agency should go to the link below and respond to a brief registration survey. The following information will be needed: name and contact information for a primary agency contact, names and e-mail addresses for *preliminary* plan writing team members (2 – 5 people per team), a brief description of the agency’s prior experience/current status with WFD planning, and whether or not you anticipate participating in the competency assessment. **Registration Link:**

https://osu.az1.qualtrics.com/jfe/form/SV_9pkt571q2ZR41v

Teams will be accepted on a first come, first served basis. *The deadline for registration is March 13, 2019.* Participation will be limited to 12 teams. All agencies will be notified of their status within a week of responding to the registration survey.

Instructor(s)

The primary instructor is Joanne Pearsol, MA, MCHES, Associate Director for the Center for Public Health Practice at Ohio State University. She will be supported at the in-person workshop and for provision of 1:1 assistance by Anne Goon, MS, RD, LD, Public Health Consultant.

Questions?

Call 614-292-2291, or e-mail CPH-Practice@osu.edu.

This series was made possible by the Ohio Department of Health (ODH). While every attempt to align with the Public Health Accreditation Board requirements has been made, participation in this series and use of the plan template does not guarantee acceptance by PHAB.

Competency Assessment Parameters

Agencies participating in this series will have the option of having CPHP administer a workforce competency assessment using an electronic survey instrument. Agencies will select a set of organizational competencies based on the [Core Competencies for Public Health Professionals](#) and other relevant sources. The survey will not be bifurcated by job level or position (for instance, the Core Competency Tiers), and therefore may be more suitable to agencies in the beginning stages of workforce development efforts. A survey template will be provided and will include standard language for the competencies, training motivators, preferences, and barriers, as well as worksite wellness interests. Agencies will select their exact survey questions from the provided question list and will be limited to no more than 70 survey items. Organizations with 10 or fewer employees should consider alternate ways to assess competency (such as facilitated meetings or focus groups). Some options will be discussed as part of the webinar series. *Note: Organizations who wish to conduct their own assessment may also participate in this series.*