**Manager Training Plan Sample**

Mission:

ABC Health Center believes in giving people the tools to lead happy, healthy lives.

Timeframe:

February 2022 – February 2023

Person reviewing this plan with you:

Chief Operating Officer

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| Competencies  *What skills do all managers need to be successful?* | Resources  *What resources do we offer to support their learning?* | Time  *How do we account for the time necessary for this learning?* | Timeline: *When will this happen?* | Outputs  *What learning activities will happen?* | Outcomes  *What impact will these learning activities make?* |
| JEDI Basics | All-staff training | Protected admin time | Onboarding | Engage in at least one training activity | Decreased annual turnover of Patient Service Reps by 3% |
| Giving and receiving feedback | Continuing Education funding | Protected admin time | Onboarding | Engage in at least one training activity |
| Motivational interviewing | Online certification program | Protected admin time | Ongoing professional development | Engage in at least one training activity |
| Reviewing turnover data | Quarterly lunch and learn  State PCA webinar | Professional Development PTO | Ongoing  professional development | Develop annual projection and trends for team | Increased forecasting for the staffing plan |
| Communicating our strategic goals | All Staff Meeting  Strategic Plan  Website | Monthly manager meetings | Ongoing professional development | Participate in at least 8 manager meetings | Increased employee satisfaction with admin communication on annual survey |
| Staff’s Choice! Fill out this line with one of your personal goals |  |  |  |  |  |