**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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 learnState PCA webinar | Professional Development PTO | Ongoingprofessional development  | Develop annual projection and trends for team | Increased forecasting for the staffing plan |
| Communicating our strategic goals | All Staff MeetingStrategic PlanWebsite | 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 |  |  |  |  |  |