

# Skills Enhancement Program Policy Sample

## **POLICY:**

The team at (home name) recognizes team members as our greatest asset. We know that caregiving is a tough job and we realize good caregivers possess a special skill set. In an effort to retain good caregivers it is our goal to reward them with the opportunity to enhance this skill set. It is our policy to recognize the value of each individual team member by supporting them in all efforts to grow both personally and professionally through our formal Skills Enhancement program.

## **VERSATILE WORKER TRAINING:**

All new hires are required to complete our new hire general orientation process. This orientation includes formal training in each of the following areas for all team members:

- Safe food service and dining processes
- Housekeeping expectations and processes
- Life enhancement and activity responsibilities
- Transportation training
- Personal laundry

## **SKILLS ENHANCEMENT PROGRAM:**

- All employees who have completed their initial 90-day orientation period successfully can participate in the program.
- Participants can enroll in the program by simply informing their immediate supervisor of their wish to participate.
- Participants will be assigned a Skills Enhancement Coach. This could be a Supervisor, Team leader, or in some cases a peer.
- The coach will schedule the initial development session to complete the Personal Development Plan.
- The Coach and Participant will collaborate to complete a development plan.
- They will determine the frequency of regularly scheduled sessions to work through the plan.
- The sessions will continue until the participant has achieved their goal(s).

# Skills Enhancement Program Personal Development Plan

Date of initial goal setting session: \_\_\_\_\_

Participant: \_\_\_\_\_ Coach: \_\_\_\_\_

Initial goal(s) in the participants own words:

I would like to.....

Participant and Coach will work to identify potential educational opportunities/resources to achieve goal. List Here:

# Skills Enhancement Program Personal Development Plan

Coach will actively explore the following opportunities prior to the next session.

The participant agrees to the following steps prior to the next session.

The next scheduled session: \_\_\_\_\_

Participant: \_\_\_\_\_ Coach: \_\_\_\_\_

# Skills Enhancement Program Personal Development Plan

Follow-Up Session: \_\_\_\_\_

Participants Update on Plan:

Coach's Update on Plan:

Additional Concerns Identified to Address:

# Skills Enhancement Program Personal Development Plan

Coach Agrees to the Following Steps Before Next Session:

Participant Agrees to the Following Steps Before Next Session:

The next scheduled session: \_\_\_\_\_

Participant: \_\_\_\_\_ Coach: \_\_\_\_\_