



TALENT MANAGEMENT INITIATIVE

**SUPPORT, DEVELOPMENT, PERFORMANCE
PRE-TRAINING PREPARATION TOOL**

Supervisor _____ Employee _____ Development Goal _____

This is the first of two tools to support your employees with employee development. Collaborate with your employee to complete this checklist.



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	Match Training to Desired Learning Outcome
	1. Identify performance gaps & training needs (Annual Plan)
	2. Define desired performance expectations (Annual Plan)
	3. Select the desired level of learning . Note: the level of learning needs to prepare the employee to meet the performance expectations
	4. Review training opportunities to find one that uses strategies that facilitate the desired learning
	Make Arrangements
	1. Calculate total time required for the employee to complete the training. Include preparation, the training session and practice.
	2. Arrange to have employee's work covered during the entire training process.
	3. Arrange the training during work hours, not on employee's own time. Check employee contracts.
	4. Calculate costs of training. Include preparation, practice, training session, materials, travel, per diem, etc. Also include costs to backfill the position, and overtime or comp time as required.
	5. Authorize costs of training and arrange payment.
	Provide Supports
	1. Involve employee in planning for the training.
	2. Assist the employee, as requested, with training preparation.
	3. Ensure those backfilling for the employee have requisite skills, time and supports to successfully complete the work.

SELECT DESIRED LEVEL OF LEARNING

Level of Learning	Definition
Awareness	• Can repeat, but may not understand, a concept.
Knowledge	• Understands the concept, but may not be able to put the knowledge into action.
Skill Development	• Developing the skill. Can perform in limited situations with help, e.g., tool or mentor. • Takes much thought. Mistakes are common. • Inconsistent and unskilled performance in challenging or unfamiliar situations.
Performance	• Performs competently and consistently in varying and complex situations. • Troubleshoots; creates novel responses. • Integrates performance into daily work.

MATCH TRAINING TO DESIRED LEVEL OF LEARNING

	Watch Listen	Relate to Job	In-session Practice	Tools Job Aides	On-the-Job Practice	Post Training Follow-up	Work Unit Adjustments
Awareness	x						
Knowledge	x	x					
Skill Development	x	x	x	x	x		
Performance	x	x	x	x	x	x	x