



# Workforce Capacity Training Roadmap

Your local health department has completed the SPACECAT and identified a need to increase workforce capacity. Now what?

Use this roadmap to plan your journey from SPACECAT completion to effective training.



## 1 Convene your team.

- Review the Workforce Capacity section results in your completed SPACECAT.
- Use the “Questions to Consider—Workforce Capacity” worksheet to facilitate brainstorming and consensus-building around priority training topics.
- Identify specific next steps.
- Consider developing a professional development plan to track individual skill-building and educational goals (See NACCHO’s [Individual Development Plan Guide](#)).

## 2 Clearly define your commitments.

- What financial resources are you able to commit toward paying for trainings/trainers?
- How much staff time are you able to commit?
- Can you commit to a training series?
- How much time/energy can you commit to engaging partners in your training offerings?



# Training Roadmap

## 3 Search for and select a training or trainer.

- Determine whether your team would prefer in person, virtual, or hybrid opportunities.
- Consider scheduling constraints or conflicts.
- Develop learning objectives to help narrow down the search. Consider the following tips:
  - » Keep language concise and user friendly. Minimize long objectives and jargon.
  - » List what the participants will learn, not what the training will teach.
  - » Ensure objectives are observable and measurable.
  - » Use [Bloom's Taxonomy](#) to assist you.
- Understand what training resources exist in your community. For example, see if any of your current or potential partner organizations offer trainings.
- Utilize training databases such as [CDC Learning Connection](#), [HRSA Training & TA Hub](#), and [NACCHO's Workforce Development and Training webpage](#).
- Check with partner organizations for trainer recommendations.

## 4 Share your training opportunity.

- Consider how to promote this training internally to gain interest.
- Consider how to communicate this training to external partners.
- Clearly communicate how this training opportunity connects to goals that your internal staff and external partners (if applicable) have agreed upon for building capacity to address suicide, overdose and ACEs.

## 5 Host your training.

- Prior to the training, look back at your learning objectives and develop indicators to measure the training's effectiveness.
- Ensure that there are opportunities to keep the learner engaged throughout the training. See [Standard 4- "Training Includes Opportunities for Learner Engagement"](#) in [CDC'S Quality Training Standards](#) for more ideas.
- Ensure ease of access to training materials in multiple formats.
- Encourage learners to walk away with "next steps" for incorporating the knowledge or skills gained from the training.

## 6 Follow up after the training.

- Ask learners to complete a training evaluation.
- Schedule a time to check-in with internal staff. Timing may vary but consider meeting 2-4 weeks after the training.
- Set an agenda for the check-in meeting. For example, you may spend some time asking staff to share how they are integrating the information or challenges they are facing with using learned skills.
- Consider how this training may have brought attention to additional training needs and continue to inform your workforce capacity development plan.