

Organizational Readiness for Training

Organizational Readiness for Training POPHTC Round 2 Survey

Interviewer complete ahead of time:

Name of organization: _____

Name & title of respondent: _____

Phone number: _____

County: _____

OH: Number of health departments serving this county: _____

Total county population: _____

Total population served by this department: _____

Minority populations: _____

Percent of residents living in poverty: _____

Interviewer: _____ Date: _____

Names of nearby colleges/universities with whom you might develop training resources:

Number of professional staff Full Time Equivalents (FTEs): _____

Number of support staff Full Time Equivalents (FTEs): _____

Total number of employees Full Time Equivalents (FTEs): _____

Hello, this is _____ from the POPHTC at OSU/UPITT. I am following up with all of the organizations in PA/OH that expressed interest in becoming our partners in training. Because our resources are limited, everyone that responded to our mailing may not be able to participate in the public health training centers program this year. Criteria such as disadvantaged service area status, geographical location, and your organization's readiness to participate in a training program will be used to determine the participants. I would like to ask you some questions to help define your organization for us. This will take approximately 15 minutes.

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Policy & Resources

Does your organization have formal policies related to training for employees?
Yes No

Please describe:

Do they address:

Coverage so workers can be excused from duties	Yes	No
Compensation for training outside of work hours	Yes	No
Reimbursement for tuition for college or master's courses	Yes	No
Registration for training outside of jurisdiction	Yes	No
Travel compensation for training outside of jurisdiction	Yes	No
Professional journal subscriptions	Yes	No
Memberships to professional organizations	Yes	No

Are these policies applicable to all levels of staff? Yes No

Please list restrictions (such as amount/year, available for managers only, support national memberships only):

Does staff have access to journal articles either through a library or on-line alternative? Yes No

Comments:

Does your organization support professional memberships for staff? Yes No
How? _____

Does this support include:

Payment of membership dues	Yes	No
Time off to attend meetings	Yes	No
Encouragement to hold leadership positions	Yes	No

Does your agency have funds dedicated to training for employees? Yes No
Please elaborate:

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Training Programs

How is the training and education for your organization presently obtained?

Are the following included:

On-site using internal trainers	Yes	No
On-site using outside trainers	Yes	No
Outside training approved on a per request basis	Yes	No
State professional organizational training	Yes	No
State health department training	Yes	No
University programs	Yes	No
National conferences	Yes	No

Other: _____

Is information about available training programs distributed to staff? Yes No

What percent of your employees have personal access to a computer at work?

What percent of your employees have personal access to the Internet at work?

What percent of your employees have personal access to *high speed* Internet connections at work?

Does staff have access to distance learning technologies including:

On site satellite programs	Yes	No
Nearby satellite programs	Yes	No
On site interactive television (video conferencing)	Yes	No
Nearby interactive television (video conferencing)	Yes	No

Other: _____

Learning Culture and Leadership

Does your organization provide opportunities to apply new skills and ideas acquired during training? Yes No

Please provide examples of how this is done:

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Does your organization recognize and reward staff members for their learning accomplishments? Yes No

How? _____

Are new employees linked with mentors? Yes No

Is there someone within your organization who has responsibility within his or her regular job responsibilities to oversee workforce training? Yes No
If yes, what percent of his/her time is devoted to this? _____

On a scale from 1 - 10, with 1 being the lowest and 10 the highest, please rate the degree to which your organization's formal policies (such as regulations, union contracts, etc.) encourage and support a training program. (*Training program has been defined as: formal programs developed to provide the worker with new or improved skills or competencies.*)

1 2 3 4 5 6 7 8 9 10

From 1 to 10, rate the degree to which your organization's resources - time, money and materials - are sufficient to produce or acquire, deliver and participate in a training program.

1 2 3 4 5 6 7 8 9 10

From 1 to 10, rate the degree to which your organization's past or existing training programs have been successful.

1 2 3 4 5 6 7 8 9 10

From 1 to 10, rate the degree to which your organization's leadership (executive as well as at lower levels) cares about initiating, supporting and sustaining training programs.

1 2 3 4 5 6 7 8 9 10

From 1 to 10, rate the degree to which your organization's learning culture - attitudes and behaviors of its people - are supportive of training programs.

1 2 3 4 5 6 7 8 9 10

If appropriate, is your organization willing to share training workspace with staff from neighboring health departments? Yes No

What do you feel are the most critical training needs for administrative staff?

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Supervisory staff?

Line/field staff?

In your opinion, what would motivate your staff to take advantage of training opportunities? _____

Is there anything I did not ask you about that you would like to say about training for your organization's employees?

If the project's resources are insufficient to support your training program, how else might POPHTC be of assistance to you?

Interviewer's Comments: _____

Interviewer's assessment of organization's readiness:

1 (low) 2

3

4

5 (high)