

EDUCATION

LONG-RANGE STRATEGIC PLAN

SUPERIOR COURT OF CALIFORNIA
COUNTY OF EL DORADO

LONG-RANGE ISSUE: 2. THE COURT HAS NO FORMAL PROGRAM IN PLACE FOR STAFF THAT ADDRESSES ISSUES OF SUCCESSION PLANNING AND STAFF DEVELOPMENT.

Issue Description: Provide training for staff to keep pace with changes, to accept and perform a variety of assignments and to thrive in a rapidly changing environment. Provide training and preparation for the next generation of management for the Court.

LONG-RANGE GOALS, STRATEGIES AND DESIRABLE OUTCOMES

Goal 2.1 Provide training to staff that will: 1) enable employees to effectively perform assigned tasks; 2) prepare employees to perform other tasks and to cover those duties during others' absences; 3) assist employees to thrive in a rapidly changing environment; and 4) prepare employees for new opportunities and positions within the Court.

Strategies: 2.1(a) Prepare and maintain current job manuals for all positions and functions.
2.1(b) Assure that all court staff receives training in the skills needed to be effective, efficient and to prepare them to advance when opportunities arise.

Desirable Outcomes: By the year 2010, the court will have:

- Prepared and distributed desk and function manuals for all positions.
- Implemented a cross-training program that assures each staff person can perform effectively in least three different functions.

➤ Identified and prepared qualified employees for career advancement.

OPERATIONAL PLAN

SUPERIOR COURT OF CALIFORNIA COUNTY OF EL DORADO

Goal 2.1 Provide training to staff that will: 1) enable employees to effectively perform assigned tasks; 2) prepare employees to perform other tasks and to cover those duties during others' absences; 3) assist employees to thrive in a rapidly changing environment; and 4) prepare employees for new opportunities and positions, within the Court.

Strategy: 2.1(a) Prepare and maintain current job manuals for all positions and functions.

Objectives: 2.1(a)

1. Enhance performance of staff in current positions.
2. Facilitate cross training and coverage of desks and functions when someone is absent due to illness, vacation, or other reasons.
3. Facilitate job enrichment.

Strategy: 2.1(b) Assure that all court staff receives training in the skills needed to be effective, efficient and to prepare them to advance when opportunities arise.

Objectives: 2.1(b)

1. Define a program of training and skills development for all staff.
2. Job enrichment.
3. Provide personnel who are better prepared to assist in improving operations and staff morale.
4. Build a cadre of trained staff ready to take advantage of career advancement opportunities.

Strategy: 2.1(c) Secure adequate funding for training coordinator staff.

Objectives: 2.1(c)

1. Develops & provides all mandatory and job related training to employees.
2. Develops and/or updates all instructional material.

3. Keeps track of required training of court employees, temporary judges and contract attorneys.

ACTION PLAN

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF EL DORADO**

Objective 2.1(a) 1. Enhance performance of staff in current positions.

Tasks:	Who	When	Fiscal Year
1. Provide instructional material, training and support.	Management & Training Coordinator	January	2007/08

Objective 2.1(a) 2. Facilitate cross training and coverage of desks and functions when someone is absent due to illness, vacation, or other reasons

Tasks:	Who	When	Fiscal Year
1. Schedule and provide training for new hires and current staff on an ongoing basis.	Management & Training Coordinator	January	2007/08

Objective 2.1(a) 3. Facilitate job enrichment.

Tasks:	Who	When	Fiscal Year
1.	Management & Training Coordinator		

Objective 2.1(b) 1-4. Define a program of training and skills development for all staff. Provide job enrichment. Develop personnel who are better prepared to assist in improving operations and staff morale. Build a cadre of trained staff ready to take advantage of career advancement opportunities.

Tasks:	Who	When	Fiscal Year
1. Review current training programs for staff development.	Management & Training Coordinator	July	2007/08
2. Expand current training programs to include skill development, service excellence, etc.	Management & Training Coordinator	January	2008/09

Objective 2.1(c) 1. Develops & provides all mandatory and job related training to employees.

Tasks:	Who	When	Fiscal Year
1. Develop training curriculum for new hire orientation, mandatory education and job related education.	Training Coordinator	January	2007/08
2. Schedule training for new hire orientation and annually for staff.	Training Coordinator	June	2008/09

Objective 2.1(c) 2. Develop and/or update all instructional material.

Tasks:	Who	When	Fiscal Year
1. Review current instructional materials and develop a list of instructional materials needed and materials requiring updates.	Training Coordinator & Managers	January	2007/08
2. Coordinate with manager's development/update of instructional materials.	Training Coordinator & Managers	June	2008/09

Objective 2.1(c) 3. Keeps track of required training of court employees, temporary judges and court appointed attorneys.

Tasks:	Who	When	Fiscal Year
1. Review statutes for required training of court employees, temporary judges and court appointed	Training Coordinator	January	2007/08

attorneys.			
2. Develop method of tracking training and notification to staff, temporary judges and attorneys of requirements.	Training Coordinator	June	2008/09
3. Prepare reports that are required to be submitted to the Administrative Office of the Courts or other appropriate agency.	Training Coordinator	January	2007/08