

## Workforce Planning Implementation Committee

### Recommendations of the Training Subcommittee

July 7, 2016

1. Composition of the Training Unit / Training Team.
  - a. The Subcommittee recommends that a Training Unit/Team be maintained.
  - b. New staff will not be assigned to the Training Unit/Team, but to the enforcement or intake teams on which they will be placed.
  - c. The Training Unit / Team will be staffed full time with the following:
    - i. Senior Attorney (responsible for duties in 2, below, as it relates to Attorneys, Investigators, and maybe also paralegals)
    - ii. Senior Administrative Assistant (responsible for duties in 2, below, as it relates to non-attorney, non-investigator staff)
    - iii. Clerical Support (to assist with coordination, organization, maintenance of calendar, etc)
    - iv. There was discussion about whether the members of the team should include an investigator. A minority of subcommittee members believed an investigator position was essential
  - d. The Training Unit / Team will report directly to an ACTC or the DCTC to be determined
2. Responsibilities of the Training Unit / Team
  - a. Would be responsible for training / coordinating training for all staff; not limited to DTCs
  - b. Types of training
    - i. New staff training
    - ii. Continuing Education (training for existing staff, including “refresher” training, training on new rules, statutes, caselaw, policies, and procedures, training for professional development / growth, training needed for consistency and uniformity.
    - iii. Cross training / operation of a Training & Development program
  - c. Level of Involvement
    - i. Developing training plans
    - ii. Developing training curricula
    - iii. Delivering training (as appropriate)
    - iv. Identifying others, inside OCTC or the State Bar, or outside, to deliver training
    - v. Coordinating training materials
    - vi. Coordinating training delivery
    - vii. Development of training manuals for all classifications