**Church/ Ministry Staff development plan template**

**INTRODUCTION**

# Include your Church/ Ministry mission and vision statements,

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# **Training needs assessment:**

Creating a training needs assessment plan before launching a training program lay the necessary groundwork to understand your Church/ Ministry actual need for specific training programs and make decisions based on measurable outcomes.

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# **TRAINING GOALS, OBJECTIVES, PERFORMANCE METRICS, AND OUTCOMES**

Describe your Church/ Ministry training goals, objectives, performance metrics, and outcomes. Goals may change from year to year, so your annual review process should include the opportunity to add, modify, or delete previous goals. However, in order to properly assess your progress, you must include clear metrics by which you will measure success.

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| **GOAL** | **OBJECTIVE** | **PERFORMANCE METRIC** | **OUTCOME** |
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# **RESOURCES**

List the resources — budget and staff — necessary to implement your training plan. A solid understanding of how your training needs translate to budget and resource planning enables you to successfully forecast project costs and duration and will also improve future planning. Once you’ve identified all your resource needs, you can allocate them to different roles, departments, or programs.

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| **TRAINING NAME** | **TRAINING COURSE** | **STAFF** | **TRAINING TYPE****MANDATORY / CRITICAL / ADDITIONAL** | **BUDGET/PERSON** | **TOTAL BUDGET** |
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# \* **MANDATORY TRAINING (New staff member)**

# List any mandatory trainings required within your Church/ Ministry, that are needed for any new staff member. This can be done by internal trainer or by senior member.

# \* **CRITICAL AND/OR IMMEDIATE TRAINING NEEDS**

List the critical or immediate training needs that, when met, will have the biggest direct impact on your Church/ Ministry.

# **\* ADDITIONAL TRAINING**

List additional, non-mandatory trainings that can enhance your members performance and overall skills.

**NOTE: Revising Your Plan**

Once you have completed your basic annual training plan, ensure that periodic updates, reviews, and revisions are a part of your overall strategic plan. Continually updating your annual training plan will help you improve upon existing processes, measure growth, and identify competencies and weaknesses. Ultimately, it will also help your organization and staff grow. You may even need to revise the plan during its first year to better support overall organizational objectives and take advantage of new opportunities.