

# Invest in Your Team: A Strategic Approach to Staff Development

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**Deputy Chief Learning Officer: Research and Innovation**

- Research
- Professional Development
- Publications
- Conferences
- Cooperative Contracts

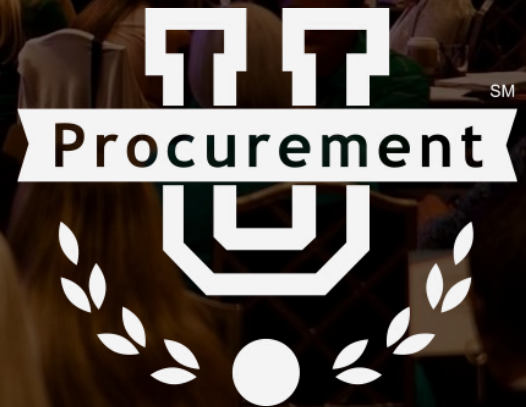
**YOUR PARTNER**

# NASPO<sup>TM</sup>

National Association of  
State Procurement Officials



NASPO  
**ValuePoint<sup>TM</sup>**



# Learning Objectives:



- Identify some of the skills state workers need to be successful in their career.
- Discuss the challenges related to development of staff in the middle of the “Next-Normal.”
- Describe some methods to develop the skills and abilities of high-potential and high-performing talent.

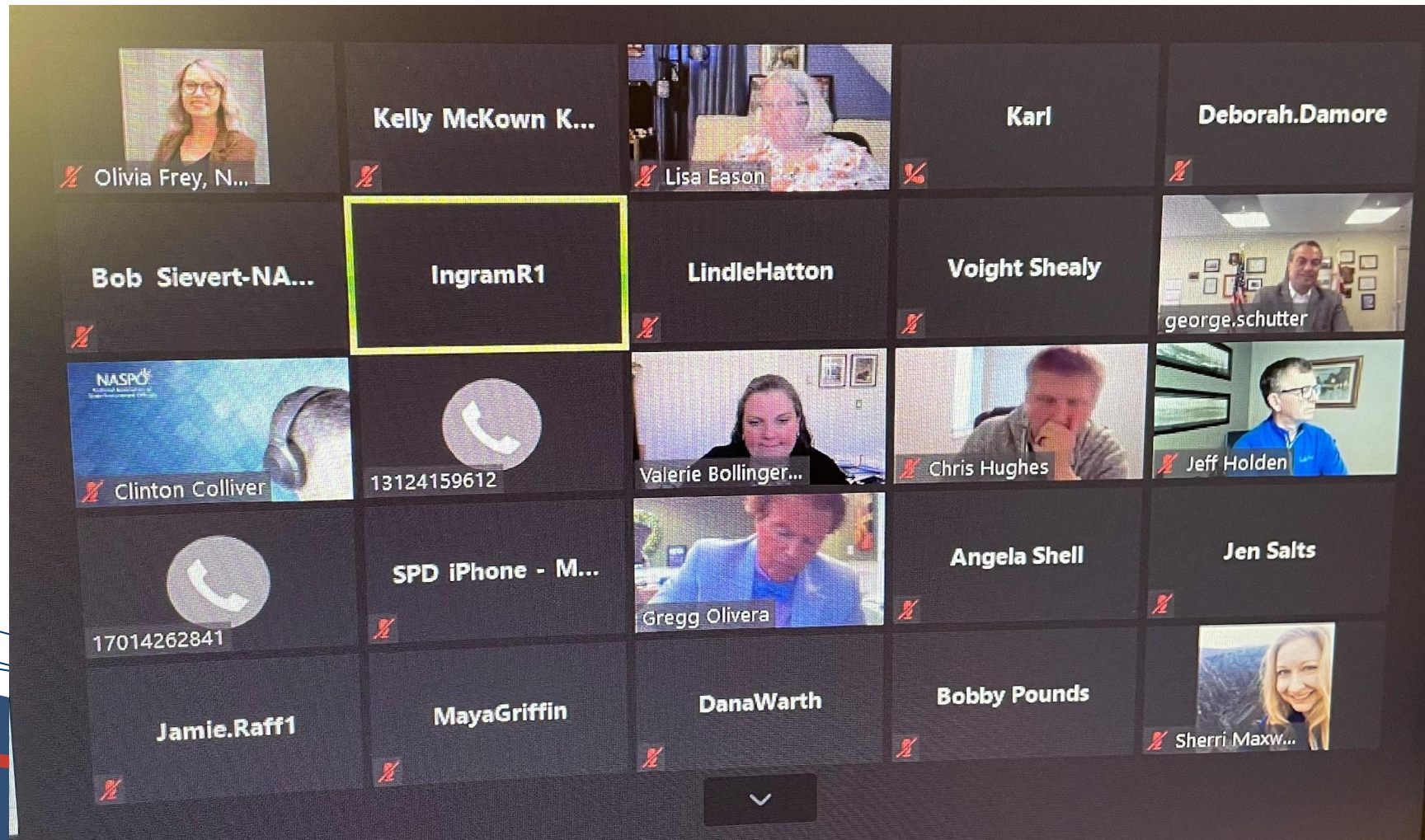
# The Profession of Public Procurement



Then...



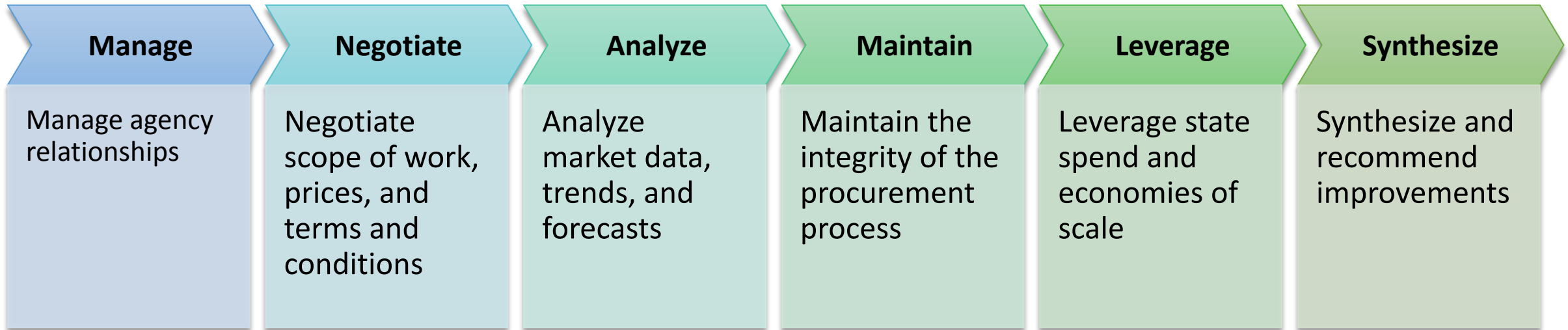
# The Profession of Today



# The Profession of Public Procurement



## Now



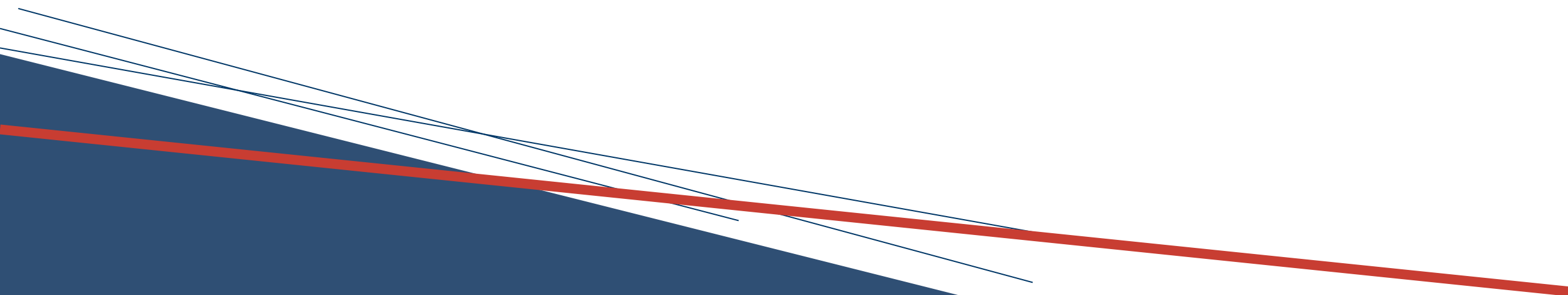


# Talent Management Process

1. **Designing:** Identify gaps in workforce and develop a strategy for recruiting talent.
2. **Attracting:** Develop a process for attracting, selecting, and properly onboarding staff.
3. **Developing:** Create individual professional development plans, mentorship programs, succession plans and other strategies.
4. **Retaining:** Create a positive work culture. Build programs and opportunities that help improve engagement.

# Challenges in Development

- Time
- Money
- Plans







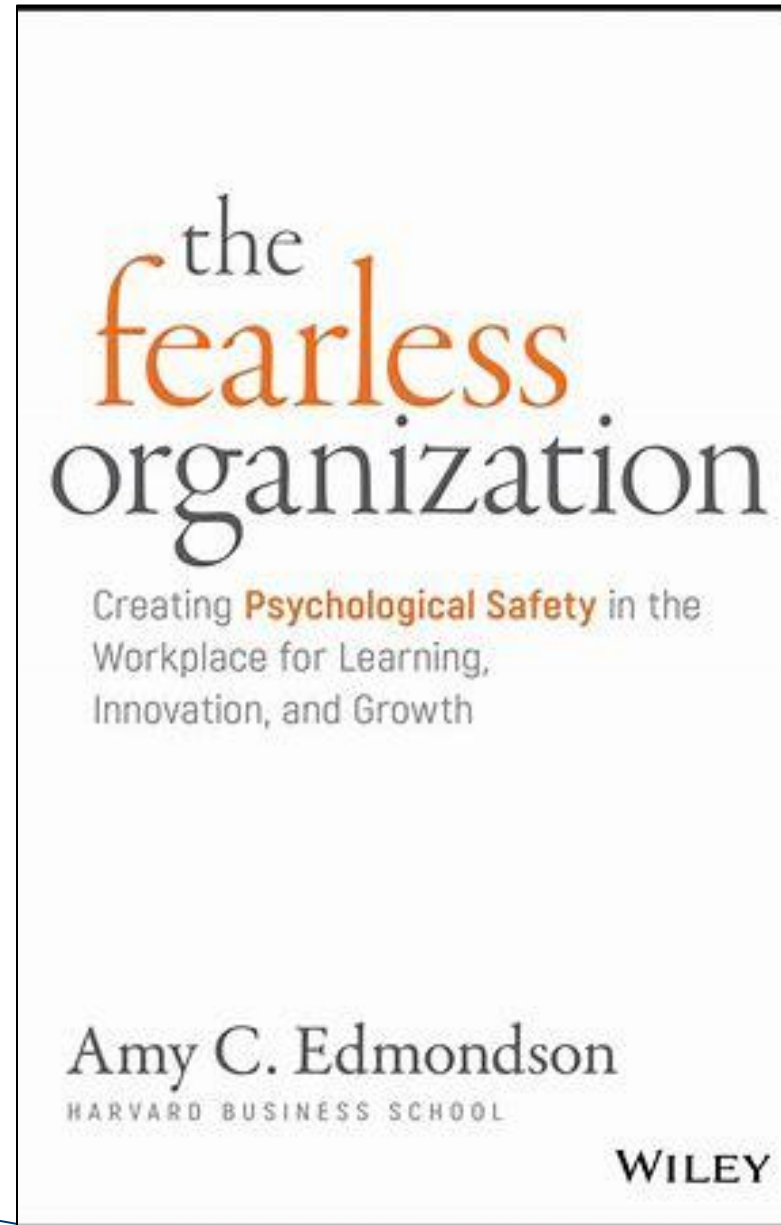
# REAL TALK

## Is your workplace psychologically safe?

- If you make a mistake, will it be held against you?
- Are you afraid to bring up problems or tough issues for fear of ridicule or punishment?
- Do you feel like you can ask for help without being seen as weak?

WorkLife with Adam Grant: Is it Safe to Speak Up at Work? on Apple Podcasts

**“Psychological safety is broadly defined as a climate in which people are comfortable expressing and being themselves. At work, they feel comfortable sharing concerns and mistakes without fear of embarrassment or retribution.”**





# Individual Development Plans (IDPs)

- **Individual Development Plans (IDPs)** are written professional development plans for each employee to help assist employees with their career and personal development. Its primary objective is to:
  - Help employees realize their long-term and short-term goals
  - Improve job performance

<https://www.opm.gov/wiki/training/Individual-Development-Plans.ashx>



# Start with Your Staff

1. What direction is my organization going and what will the organization need from its employees in the future?
2. What are my goals over the next five years? (This question is crucial to providing a motivational focus for everything the employee does.)
3. What am I interested in learning more about? What skill or knowledge could make me better at my job?
4. Do I have any serious weaknesses that make it difficult to do my job or will prevent me from reaching my goals?

[How to Create an Individual Development Plan -- Using IDPs to Leverage Strengths \(govleaders.org\)](http://govleaders.org)



# Elements of IDP

- **Developmental Needs:** Identify the current knowledge, skills, and abilities of the staff member. Then determine what is needed for improvement and growth.
- **Training Development Objectives:** Develop specific and measurable objectives to help expand the employee's skillset.
- **Training Development Opportunities:** Identify different types of developmental activities that staff could complete to achieve their desired training development objective within the measured time frame.

# Types of Development Activities

- Self paced trainings
- Live trainings
- Job shadowing
- Mentoring
- Rotational assignments
- Formal learning



# Comparing Objectives to Results

- Was the development opportunity completed?
- What were the results?
- What was their experience?
- How have they applied what they have learned to their job?
- What's next?



# What Can Mentorship Do For You?

- Attract new employees
- Integrate new employees into the office culture
- Increase employee effectiveness and job satisfaction
- Increase retention
- Help with succession planning





# Mentorship

- **Assess Your Office Culture**
- **Set Your Goal**
- **Leadership Buy In**
- **Build Your Program**
- **Enroll Participants**

# Mentorship Toolkit

- Templates
- Questionnaires
- Sample Agendas
- Designing, implementing and maintaining a formal mentorship program.

## MENTORSHIP TOOLKIT





# NASPO Resources



Procurement  
U Resources



NASPO  
Publications  
and Webinars



Procurement  
Pulse



Procurement  
Toolbox



Mentorship  
Toolkit



# Thank you!

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