Agency Training Plan

Complete this worksheet to plan how your agency will become EBP competent. List courses completed, number of staff trained, and dates. Where gaps exist, list needed courses and the plan for fulfilling those needs.

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| Knowledge Development CoursesList all courses that provide information about EBP concepts and principles. |
| **Courses (taken or needed)** | **Supervisors** | **Staff** | **Completion Date or Plan** |
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| Risk and Needs Assessment Instruments CoursesList all risk and needs assessment courses that support the development of case plans.  |
| **Courses (taken or needed)** | **Supervisors** | **Staff** | **Completion Date or Plan** |
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| Skill Development CoursesList all skill development courses that support risk reduction, competency development, and cognitive behavioral interventions. |
| **Courses (taken or needed)** | **Supervisors** | **Staff** | **Completion Date or Plan** |
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| Advanced CoursesList all advanced courses that support EBP practices, continuous quality improvement, staff coaching strategies, and fidelity to EBP practices. |
| **Courses (taken or needed)** | **Supervisors** | **Staff** | **Completion Date or Plan** |
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| Booster CoursesList all courses designed to reinforce skills learned in a previous course of the same name. |
| **Courses (taken or needed)** | **Supervisors** | **Staff** | **Completion Date or Plan** |
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| Train the Trainer CoursesList all courses to develop in-house trainers or specialists |
| **Courses (taken or needed)** | **Supervisors** | **Staff** | **Completion Date or Plan** |
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Help is available if you need assistance with selecting courses or jump-starting your training plan. Please contact Susan Burke, TCG Executive Director, at susan@thecareygroup.com or 801-232-8418.