



# Succession Planning: Employee Development

Organization, Personnel & Technology Committee  
July 8, 2019  
Item 6a

# The Elements of Succession Planning



# The “Training Trident”

Organizational Development & Training Unit  
oversees 3 areas:

*“Need To”*

*“Now”*

*“Next”*

# MWD Employee Development Programs

## Multi-Faceted Approach

### Delivery Options:

- Traditional, instructor-led trainings
  - Pre-made, “Out of Box” offerings
  - Customized Team Buildings
- Self-directed training
- Individual Coaching and Assessments

# Required Training

“Need To”

- Securing the Human Awareness
- Drug & Alcohol Awareness  
*Instructor-Led*

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- High Rise Safety
  - Sexual Harassment Prevention  
*Self-Directed*

# Skill Development

Your “Now”

- Communication Skills
- Microsoft Office Training
- Project Management

*“Out of Box”/Instructor-Led*

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- Team Dynamics
- Collaboration

*Customized/Instructor-Led*

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- Skill Feedback & Development Planning

*Individual Coaching*

# Career Pathing

Your “Next”

- Resume Writing
  - Interviewing Skills
  - Conflict Management
- “Out of Box”/Instructor-Led*
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- Career Goals and Action Planning
- Individual Coaching*

# Training Penetration (2019 ytd)

## “Out of-Box”/Instructor-Led

- Effective communication
- Business writing
- Time Management

817  
61 classes

## Computer-Based/Self-Directed

- Cyber Security Awareness
- Contract Administration

1,754  
74 classes

## Customized/Instructor-Led

- Team Collaboration & Work Styles
- Branding/Team Mission

2,153  
90 classes



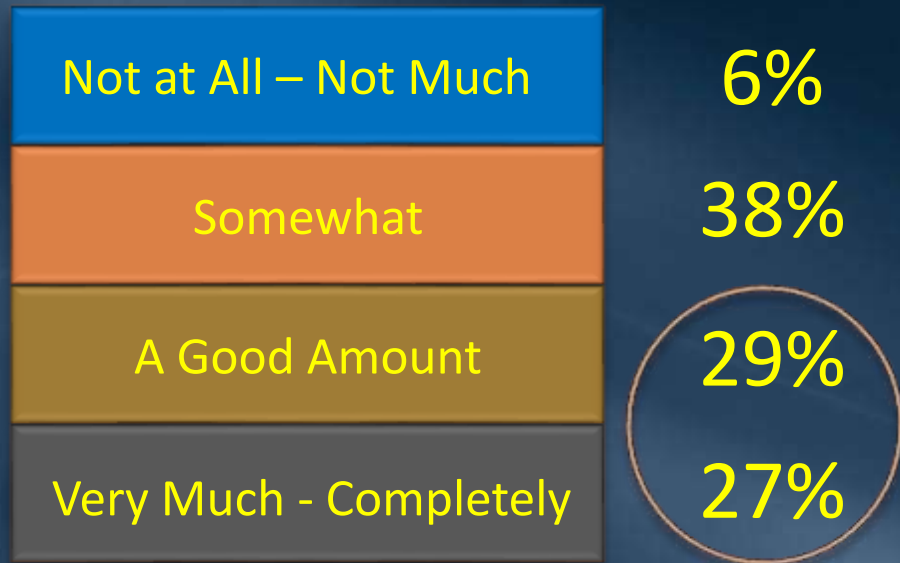
# Training Evaluation

## Employee Development

Overall Quality: **93%** (Above Avg. or Excellent)

Objectives Met: **89%**

Application  
on the Job:



# Employee Development

A recent success story

## Administrative Services Section

### Training

### Career Pathing

Day 1

Organization and  
Time Management  
Skills

StrengthsFinder  
Assessment & Personal  
Development Goals

Day 2

Customer Service &  
Problem Solving

Day 3

Communication Skills  
& Teamwork

Training Planner

# Future Focused

## Employee Development

- Increased Training Customization
- LinkedIn (Summer 2019)
- Enhanced evaluation capability with MyLearning
- Training Needs Assessment

# The Elements of Succession Planning



