UNH Facilities Professional Development Program

Jane Vaughn

MS in Program

Winter 2017

GRADUATE STUDIES
Granite State College
UNIVERSITY SYSTEM OF NEW HAMPSHIRE

Implement the Process

- Evaluate the Training Needs, Identify type of Training Needed
- Create an Electronic Course Catalog and Registration Page – make or buy
- Design an Electronic Approval Process – make or buy
- Track Training by Employee Measurement Against Goals Reporting
- Create an Evaluation Process for Quality Measurements of the Program QA/QC

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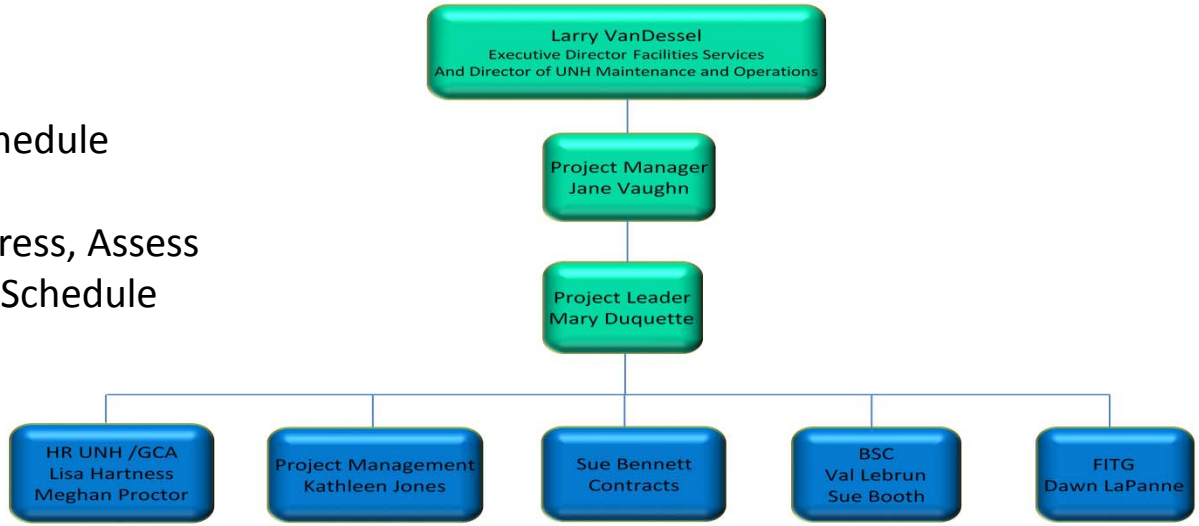
Project Process

Develop a Professional Development Program for employees to enhance their skills to keep current with existing or future positions by April 1, 2017.

- Create a team – April 2016
- Develop a Charter, Plan and Schedule
- Weekly Meetings to Track Progress, Assess Risks, Assign Tasks and Update Schedule
- Complete project
- Market project to employees
- Continually Perform Quality Assurance
- Celebrate Success