





# National Health Index



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# Training action plan template



The training action plan template is a practical tool that will assist participants to identify how, when and where staff in their areas will be trained. Specifically, it will:

- be a practical and simple training action plan for your area (DHB, ward, medical centre, etc)
- demonstrate to management how NHI training will be given (who, when, where, etc)
- demonstrate to management how NHI training will meet their strategic requirements.

This template can be filled out directly on the computer, or alternatively printed and filled out by hand.



| <b>Task</b>                                                                                                                            |  |
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| Identify the requirement to have NHI training in your area.                                                                            |  |
| <b>Further Detail</b>                                                                                                                  |  |
| <p>What already identified outputs/ outcomes will NHI training fulfil in your area?</p> <p>Will training be required or voluntary?</p> |  |
| <b>References</b>                                                                                                                      |  |
| Refer to documents such as plans, strategies and any other relevant documents that identify NHI issues.                                |  |

| <b>Task</b>                                                |  |
|------------------------------------------------------------|--|
| <p>Identify what area(s) will be included in training.</p> |  |
| <b>Further Detail</b>                                      |  |
| <p>For example, wards, reception, DHB region, etc</p>      |  |
| <b>References</b>                                          |  |
| <p>List managers and/or decision-makers for each area.</p> |  |

| <b>Task</b>                                                                                                                                                     |  |
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| <p>Identify who will deliver the training.</p>                                                                                                                  |  |
| <b>Further Detail</b>                                                                                                                                           |  |
| <p>Note: The trainers may be different people for different areas.</p> <p>What skill sets will they have?</p> <p>Will they be in house staff or contracted?</p> |  |
| <b>References</b>                                                                                                                                               |  |
| <p>List names and contact details.</p>                                                                                                                          |  |

| <b>Task</b>                                                                                                                     |  |
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| Identify where training will be delivered.                                                                                      |  |
| <b>Further Detail</b>                                                                                                           |  |
| <p>What venues will be used for training?</p> <p>Note: The venues should be conducive to training, comfortable, quiet, etc.</p> |  |
| <b>References</b>                                                                                                               |  |
| List venue locations and contact people.                                                                                        |  |



| <b>Task</b>                                                                                                                                                                                                                                                                                                                                              |  |
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| Identify key staff groups that will take part in training.                                                                                                                                                                                                                                                                                               |  |
| <b>Further Detail</b>                                                                                                                                                                                                                                                                                                                                    |  |
| <p>How will you select staff for training? Will training be prioritised for some staff?</p> <p>Will management be included to assist with their support?</p>                                                                                                                                                                                             |  |
| <b>References</b>                                                                                                                                                                                                                                                                                                                                        |  |
| <p>List groups and put a priority number against each group.<br/>Priority 1 to 3.</p> <p>1 = High: Training will improve poor data collecting; staff anxiety about collecting is high.</p> <p>2 = Medium: Training will enhance average data collecting.</p> <p>3 = Low: Training is not urgent but may be useful to reinforce good data collecting.</p> |  |

| <b>Task</b>                                                                                                                                                                                                                                                                                                      |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>Identify the timing and frequency of training delivery.</p>                                                                                                                                                                                                                                                   |  |
| <b>Further Detail</b>                                                                                                                                                                                                                                                                                            |  |
| <p>Will training be given at certain times of the year (ie quieter times).</p> <p>Will training be given when new staff arrive?</p> <p>Will training be provided whenever it is requested?</p> <p>Will training only ever be given once to staff?</p> <p>Will training be given annually or every 18 months?</p> |  |
| <b>References</b>                                                                                                                                                                                                                                                                                                |  |
| <p>List staff groups and actual dates for training.</p>                                                                                                                                                                                                                                                          |  |

| <b>Task</b>                                                                                                                                                                                                                               |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>Identify what training resources will be deployed in what areas.</p>                                                                                                                                                                   |  |
| <b>Further Detail</b>                                                                                                                                                                                                                     |  |
| <p>What resources from the training package will be given to what areas?</p> <p>For example, where will the staff and patient brochures go?</p> <p>Who will have the FAQs cards?</p> <p>Who will be sent a complete training package?</p> |  |
| <b>References</b>                                                                                                                                                                                                                         |  |
| <p>List areas and contact people.</p>                                                                                                                                                                                                     |  |