



STAFF REPORT ACTION REQUIRED

Expenditure Request from Education Donations Account – 2010 Training, Managing Your Career

Date:	January 5, 2010
To:	Advisory Committee on Long-Term Care Homes and Services
From:	General Manager, Long-Term Care Homes and Services
Wards:	All
Reference Number:	

SUMMARY

The Long-Term Care Homes and Services Division has a variety of donation accounts, including a divisional Education Donations account. Divisional practice is for any expenditure request from the Education Donations account to have the support of the General Manager and the Advisory Committee on Long-Term Care Homes and Services.

The Long-Term Care Homes and Services Division strongly supports succession planning. Current research shows that there is a shortage of qualified health care professionals and that the future shows no immediate improvement.

The Long-Term Care Homes and Services Division offers a career discovery program for staff who demonstrates the potential to move into a future management position. Entitled “Managing Your Career”, the program is offered every two (2) years and the evaluations of the programs completed in 2004, 2006 and 2008 show that many staff participating in the program successfully alter their career path.

Participants attend a series of five (5) one-day courses designed to facilitate learning and to stimulate thinking about their career path. Each time the program is scheduled, “Managing Your Career” is offered to approximately twenty (20) staff from the various homes and community-based services.

This report describes plans to schedule the program in 2010 and requests approval on the requisite costs from the division’s Education Donations Account.

RECOMMENDATIONS

The General Manager of the Long-Term Care Homes and Services Division recommends that the Advisory Committee on Long-Term Care Homes and Services endorse the requested expenditure not to exceed \$5,000.00 plus City printing costs from the divisional Education Donations Account.

Financial Impact

There is no impact on the 2010 operating budget. This expenditure request is made in accordance with the criteria for use of the divisional Education Donations Account.

COMMENTS

The division is very fortunate to employ many skilled and competent union staff, one position removed from a management position. The division is interested in supporting current staff in their career path and growth within the division. It encourages staff to remain within the division and to consider an upward career path.

In 2004, the division implemented a succession planning program entitled “Managing Your Career”, designed to provide front-line staff with the opportunity and tools to explore their own potential and career options as part of the preparation for moving into management positions.

The program consists of appointment of Career Facilitators, and five (5) one-day workshops focusing on self-assessment, supervisory skills, and communication and presentation skills for registered participants. Career Facilitators meet with the participants on a regular basis and support their learning and application of this knowledge.

In 2010, “Managing Your Career” will include the following content areas:

1. Lessons in Leadership – a three (3) day program consisting of six ½-day modules including:
 - Introduction to Leadership;
 - Listening for Maximum Impact;
 - Problem Solving;
 - Coaching and Developing People;
 - Planning, Organizing and Co-ordinating; and
 - Leading High Performance Teams;
2. Managing Diverse Generations – each of the four (4) generations is profiled with an emphasis on attitudes to work, value sets, communication styles and motivational drivers;

3. Managing within the City of Toronto – content focuses on:

- Specialty Knowledge for a Manager;
- Advantages in being a Manager; and
- Preparing for an Interview with the City.

The content will be delivered by a combination of City staff (Human Resources and Long-Term Care Homes and Services) and external training consultants. The total cost of the program for the external speakers and their supporting documents will not exceed \$5,000.00 plus City printing costs.

The division's senior management team strongly supports this program as one component of the division's succession planning model.

CONTACT

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SIGNATURE

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