

How to Market Municipal Government Cross-Training



Step A: Preparing for Cross-Training



What to Consider

- Identify your organizations skill shortages for the next 2-5 years.
- Create a skills inventory.
- Educate council on upcoming retirements, skill shortages and internal existing skills that could position an employee for cross-training.
- Identify micro-training and mentoring opportunities.
- Identify a schedule of intermittent training which allows individuals to continue with their jobs and participate in micro-training as well as mentoring programs.

Step B: How to Market Cross-Training

Stage 1: **Pre-Employment**

Create a department map with job titles and the skills required



The Interview Process

- Identify persons goals for growth during employment.
- Provide a map of departments and potential cross-training opportunities.
- Provide an infographic of how different jobs and departments intersect and serve the public.



Identify the following

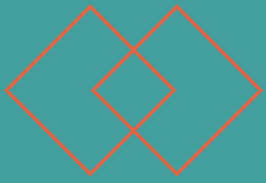
- Opportunities for potential growth.
- The skills required to move to cross-training.
- Develop a description of the proposed flow of learning and benefit to person and organization.
- The scope of work, measurement of success, time commitment and training content.



Stage 2: **After Employment**

Identify the following





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What should your organization consider before cross-training

Let council know about retirement & the skills inventory

Create a skills inventory of existing skills

Develop a program of intermittent training

Municipal Government

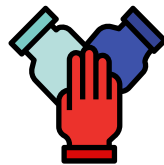
Identify skills needed/ Shortage of skills

Identify micro-training opportunities for your organization

Why should you cross train your employees



Great return on Investment



Better employee collaboration



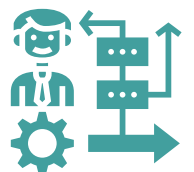
Increase employee motivation



Increases workforce sustainability



Increases efficiency



Agile workforce