







Secondment



How can you prepare

-  1 Identify skills required at both upper and lower tier Municipalities for the next 2- 5 years
-  2 Create a skills inventory at each Municipality
-  3 Identify employees who would benefit from learning required skills at a different Municipality
-  4 Educate Council on the benefits of secondment to enhance skill levels
-  5 Identify micro-training opportunities to increase the employee knowledge for secondment
-  6 Develop an agreement between Municipalities for secondment length, salary, expectations, assessments, return to original position, selection process and performance expectations

Putting it all Together

Lower Tier Municipalities

- Educate Council
- Identify skill deficit
- Identify micro-training

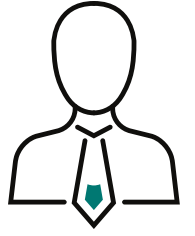
Upper Tier Municipalities

- Educate Council
- Identify skills inventory
- Identify micro-training

Both

- Identify employee for secondment
- Develop secondment agreement

Stage 1 → After Employment



Identify skill deficits in both tiers

Identify employees that would benefit & support municipal skills growth

Create a marketing tool to identify opportunities & benefits for both tiers & employees

Educate council on the need for secondment & skills that will benefit all Municipalities

Marketing Secondment

Stage 2 → Marketing Tool : What to Include

Show the benefits to all, the career growth possibilities & municipal services growth

Identify clear expectations of job next steps, salary & when one will return to original position

Identify performance appraisal method

Identify micro-training available, pre-secondment

Identify length of time for secondment

Build secondment agreements

