

# >> Prioritizing

**STOP ⚡ Download, save, and work in your saved worksheet!**

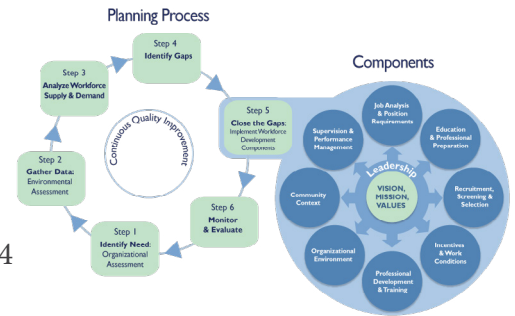
## Instructions:

Download or print and review the Worksheets completed in Steps 1–4 and the assessment ratings for each of the Workforce Development Framework's components (along with any other information that you think is especially important). This is the information that you will use in developing your Action Plan. Make sure that it's accessible and handy for each member of the team so that you can refer to the documents and information as needed.

As a team, discuss and respond to the following questions. Be as specific as possible.

What is your theory about the causes of your workforce gaps or needs?

How are the gaps impacting your agency?



What are the short- and long-term outcomes that you'd like to see for your workforce as a result of your plan?

How will the workforce be the same/different as a result of your plan? What are your success indicators?

Based upon all of the information that you've gathered and considered, your completed summary and assessments, and your responses to the questions above, prioritize the Workforce Development Components.

What components are most relevant and/or important for your action planning? Consider your agency's capacity to implement one or more strategies, resource or staff time and costs, and leadership commitment.

The order of importance or relevance and the priority for action will change over time as circumstances and factors impacting your agency, community, and characteristics of the workforce also change.

Rank the order of priority action for each component, based on a scale of 1 = highest priority and 10 = lowest priority.

- \_\_\_\_\_ Job Analysis & Position Requirements
- \_\_\_\_\_ Education & Professional Preparation
- \_\_\_\_\_ Recruitment, Screening & Selection
- \_\_\_\_\_ Incentives & Work Conditions
- \_\_\_\_\_ Professional Development & Training
- \_\_\_\_\_ Organizational Environment
- \_\_\_\_\_ Community Context
- \_\_\_\_\_ Supervision & Performance Management
- \_\_\_\_\_ Leadership
- \_\_\_\_\_ Vision, Mission, Values