

## **TRAINING NEEDS ASSESSMENT**

**4004**

(No. 8 May 1999)

## **ANNUAL NEEDS ASSESSMENT**

**4004.1**

(No.14 March 2001)

An annual needs assessment shall be conducted to determine the amount and type of training to be developed or delivered by the Academy, regions and units.

## **NEEDS ASSESSMENT PROCESS**

**4004.1.1**

(No.26 November 2010)

Use of the annual training needs assessment process is critical in the development and delivery of training as determined by safety and accident reviews, as well as by management. Adherence to the process allows for the development and the successful attainment of:

- individual training goals for professional growth and/or advancement
- unit level training goals for current and anticipated personnel and operational needs
- Department training goals to meet the Department's mission serving and safeguarding the people and protecting the property and resources of California.
- The assessment of training needs and training accomplishments must occur on a continuous basis.

The training needs assessment begins with the review of the Individual Development Plan (IDP) and the Training Guides for Fire Protection, Resource Management, State Fire Marshal, Management Services, Law Enforcement, Communications, Legal, and Legislation personnel by the individual and his/her supervisor. Comparison is made with the individual's training records, position responsibility, career development needs, and department needs. The review shall consider mandated training needs and management direction as a priority.

The training needs assessment is compared to available budgets, training calendars, resource levels, management priorities, and availability of instructors and facilities. The training calendars (Academy, Region, and Unit) are developed accordingly, and allocations are determined.

## **INDIVIDUAL DEVELOPMENT PLAN (IDP)**

**4004.2**

(No. 26 November 2010)

The individual development plan (IDP), form Std. 637, defines the employee's development goals, specific objectives leading to the goals, and specific plans for meeting the objectives.

The IDP serves several purposes:

- It assists the employee in defining his or her career goals and the specific steps that will be taken in an organized plan to meet the goals or objectives.
- It provides a format for consideration by the employee and his or her supervisor in examining the relevant work experiences, assignments, and/or formal training that may be used to assist the employee in achieving these goals or objectives.
- It serves as a guide to the Department's Personnel, Training, and/or EEO Office in working with a designated upward mobility candidate and his or her supervisor to implement career plans.
- It becomes a part of the employee's training and experience record and will be utilized to evaluate future training requests.

Each IDP should include short-range (one to three years) goals, and if possible, long-range goals. The IDP may be modified at any time to reflect a change in the employee's goals. A short-range plan should identify specific, desirable, and immediate developmental experiences and the means for achieving them. A long-range plan need not be as detailed, but should reflect the kinds of experiences and desired outcomes that will lead to attainment of the long-range goals. Developmental experiences may include work assignments, training, and reading.

## **TRAINING NEEDS ASSESSMENT/TRAINING CALENDAR CHRONOLOGY**

**4004.3**

(No. 26 November 2010)

### **TIMELINE STEP/PROCESS**

**October 1**

**Internal Academy Review**

Regions and headquarters will forward their validated course descriptions and allocation table for region level courses to the Academy. Academy conducts review of course descriptions and allocation table to validate accuracy and completeness of state level courses. Academy will collate the region and state level courses into one assessment package.

**November 1**

**Statewide Assessment Package**

Distribution Academy will distribute the completed statewide assessment package to regions and headquarters programs.

**November 15**

**Region and Program Assessment Package Distribution**

Region Training Officer will distribute assessment packages to units. Headquarters will distribute to program managers.

**December/ January**

**Annual Training Needs Assessment**

Program Manager/Unit Chief or his/her designee will conduct annual training needs assessment consistent with policy and local or program need.

Required Training

Elective Training

Statute  
MOU/Contract  
Policy

Operational Need  
Mission Critical  
Emergency Resource Directory  
Employee Job Performance  
Mission Enhancement  
Job Enhancement  
Career Development  
Upward Mobility  
Individual Development Plan

**February 1**

**Submit Training Needs**

A summary of the training needs assessment will be forwarded from each unit to the region Training Officer. This summary will include the total number of nominees for each class/course.

By sending the nomination, the unit or headquarters is verifying that the need is valid, all prerequisites are met, and the nominee's supervisor has approved the student candidate's attendance should they be selected.

**February 15**

**Consolidation and Submission**

The region Training Officer consolidates the unit summaries and submits the region training needs summary to the Academy.

Headquarters submits their training needs summary to the Academy.

**March 1**

**Consolidation**

Academy consolidates CAL FIRE Statewide training needs summary.

**May**

**Interagency Consolidation**

Joint meeting between CAL FIRE and USFS to consolidate interagency training needs, and schedule and allocate state level courses.

**June 1**

**Calendar**

Final Academy calendar established and distributed to region Training Officers, and posted to Academy web page.

**June 15**

**Statewide Allocations**

Meeting between region Training Officers and the Academy for distribution of state-level training allocations.

**July**

**Calendar/Allocations**

Meeting with region and unit Training Officers to finalize Region Training Calendars and distribute region and state-level allocations.

Identify student nominations for allocated courses.

**August 1**

**Unit and Regional Training Calendars Delivered**

State Training Chief receives unit and region training calendars from regional Training Officers.

**September 1**

**State Training Chief distributes schedules to field.**

Academy, Region, unit, and program calendars.

## **ANNUAL EVALUATION OF TRAINING**

**4004.4**

(No. 8 May 1999)

“...a training needs assessment simply identifies the training gap between what exists and what should exist, answering the question, 'Where are we today?' and 'Where do we want to be in the future'.” - The International Fire Service Training Association  
To determine where the Department is today proficiency is evaluated annually for the Department's journey level firefighters. This testing is described in Section 4064. Performance standards are found in Handbook 4300.

## **ASSESSING PRIORITIES FOR DEVELOPMENT AND DELIVERY**

**4004.5**

(No. 8 May 1999)

The development and delivery of courses is predicated upon a hierarchy of requirements. The Department, at all levels, is influenced by exterior and interior elements that will dictate program direction. Those influences are listed in order of priority:

- Employee safety.
- Federal and state statute.
- Federal and state court mandate.
- Labor, Memorandum of Understanding.
- External or cooperator contract.
- Policy.
- Priority course delivery.
- Maintenance of existing primary departmental courses.
- Identified existing program need.
- Employee ability enhancement.
- Employee career development.

[\(see next section\)](#)

[\(see Table of Contents\)](#)

[\(see Forms and Form Samples\)](#)