



2022 - 2023

*Upskilling is the process of using additional training or education to **build upon and advance your current skills**. It's something that you can do for yourself, and it can also be provided to others. – Intuit Mint*



# Upskilling Catalogue



Let 16 Point Compass help you find your way

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\*<https://mint.intuit.com/blog/early-career/upskilling/>

The following is a list of specific competencies within a given organizational category. 16 Point Compass can work with any professional in completion of a given task or project as needed - *Learn as you accomplish a set task*. No specific task is needed however to work on increasing one's competency in a given discipline – *Learn for the sake of learning*.

## Program Specific

- How to create a Programmatic Narrative Outline
- Creating General Reporting Documents, no matter the program
- Create an engaging Programmatic Timeline using a Gantt or other visual
- Create a Theory of Change Statement
- How to create and manage a Program and/or Department Budget
- Employ Multi-media Documentation with Training and Recommendations (how to document your programs/org impact)
- How to creatively write narrative about Program Data/Impact
- Create a program manual and/or guidebook
- Understanding the impacts of the Social Determinants of Health on your programs
- Facilitate a program predictive analysis based on previously captured data
- Create visual dashboards of data
- Develop template letters of programmatic and/or agency support
- Formalize submission and reporting forms

## Project Management

- Create a weekly or monthly project progress Update
- How to create effective dashboards

## Evaluation | Data

- Basic Evaluation Templating
- Discovering Research Methodology
- Creating a Data Management Guidebook
- Creating and Maintaining a Program Data Monthly Report template

## Staff | Teams

- How to understand and maximize your Relationship Advantage to others
- How to conduct successful qualitative and quantitative a Performance Review
- Facilitate the establishment of working group
- Employ effective team building strategies
- Create real position descriptions
- Create and implement an online weekly staff update survey

## Organization

- Map out department support functions
- Org/Program/Department Logo
- Present agency data through engaging PowerPoint presentations
- Develop and implement a Strategic Plan
- Establish an internal communications strategy
- Create and agency-wide limited police interactions statement

## Operations

- Emergency Operations Plan
- Incident Reports
- De-Escalation Training
- Spacing Layout & Design with Visuals
- Emergency Management Fundamentals
- Emergency Staff Cascade & Communications Plan
- Emergency Operations Plan
- Emergency Operations Mapping
- Fleet Safety Checklist
- Operations Inspection Checklist
- Emergency Station Development
- Emergency Management Team
- COOP Plan

## Community

- Client engagement Plan
- Community Engagement Information
- Creation of a Speakers bureau
- Community Demographics Map of Constituents, Partners, Clients, Service Area
- Community Participatory Facilitation
- Community Survey Development & Implementation
- Online Resources Survey
- ¼ Page Resources Booklet
- Relationship Management Documents
- Partnership Development Process with templated forms and letters



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