

Name _____

Date _____

Professional Development Self-Assessment for OSA funded Substance Abuse Providers

The purpose of this assessment is to: help guide the creation of your Professional Development Plan; identify areas for planning training and technical assistance; identify people with substantial training and/or experience who would be willing to mentor others; and to guide our workforce development efforts.

Skill	How important is this skill in your job?					Have you received training		Year of training	Length	Name of trainer <i>optional</i>	Current Skill Level				Other Comments
	1 = Unsure	2 = Not important	3 = A little Important	4 = Important	5 = Very important	Yes	No				Beginner	Intermediate	Advanced	If Advanced, will you mentor?	
Administrative Skills															
Collecting and analyzing data	1	2	3	4	5	Y	N								
Designing/selecting programs	1	2	3	4	5	Y	N								
Program implementation	1	2	3	4	5	Y	N								
Working with Legislators	1	2	3	4	5	Y	N								
Organizational development and leadership	1	2	3	4	5	Y	N								
Evaluation	1	2	3	4	5	Y	N								
Grant writing	1	2	3	4	5	Y	N								
Contract management including writing reports	1	2	3	4	5	Y	N								
Developing and managing budgets	1	2	3	4	5	Y	N								
Public policy development and advocacy	1	2	3	4	5	Y	N								
Public relations	1	2	3	4	5	Y	N								

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Capacity Building Skills															
Community mobilizing	1	2	3	4	5	Y	N								
Coalition building	1	2	3	4	5	Y	N								
Cultural competency	1	2	3	4	5	Y	N								
Sustainability	1	2	3	4	5	Y	N								
Group facilitation	1	2	3	4	5	Y	N								
Conflict resolution	1	2	3	4	5	Y	N								
Team building and maintenance	1	2	3	4	5	Y	N								
Planning (includes action and strategic plans)	1	2	3	4	5	Y	N								
Using needs assessment and outcome data	1	2	3	4	5	Y	N								
PROGRAM SKILLS															
Working with adults	1	2	3	4	5	Y	N								
Working with organizations	1	2	3	4	5	Y	N								
Working with youth	1	2	3	4	5	Y	N								
Working with parents	1	2	3	4	5	Y	N								
Presentation skills	1	2	3	4	5	Y	N								
Working with diverse populations	1	2	3	4	5	Y	N								
Human development including child and adolescent	1	2	3	4	5	Y	N								
Theories of change	1	2	3	4	5	Y	N								

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Personal Skills															
Accessing and using technology	1	2	3	4	5	Y	N								
Time/stress management	1	2	3	4	5	Y	N								
Networking	1	2	3	4	5	Y	N								
Content Skills (Expertise)															
Substance Abuse basics--signs, effects, laws	1	2	3	4	5	Y	N								
Understanding substance use, abuse and dependence theory of addiction	1	2	3	4	5	Y	N								
Confidentiality and ethical principles	1	2	3	4	5	Y	N								
Evidence based prevention	1	2	3	4	5	Y	N								
Prevention frameworks	1	2	3	4	5	Y	N								
Supervisory Skills															
Recruitment and retention of volunteers	1	2	3	4	5	Y	N								
Recruitment and hiring staff	1	2	3	4	5	Y	N								
Managing and leading staff	1	2	3	4	5	Y	N								
Staff development	1	2	3	4	5	Y	N								
Avoiding staff burnout	1	2	3	4	5	Y	N								

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Time Spent Performing Major Job Activities

Instructions:	For each of the following major activities of your job, estimate the percentage of time that you spend or expect to spend performing that activity within a year; please make sure that the total time for all of the activities sums to 100; if you don't perform that activity, write down "0" or leave it blank:	
	Activity	Percentage of Time Spent Performing That Activity
	Administrative: Contract management, Data analysis, Designing programs, Evaluation development, Grant writing, Making programmatic decisions, Managing budgets, Planning and organizing, Program implementation, Public policy development and advocacy.	
	Capacity Building: Coalition building, Community mobilization, Locating community resources, Networking, Partnership development.	
	Program Services: Educating audiences on the cycle of addiction, Educating audiences on the drugs of abuse, Educating audiences on the family and individual dynamics of addiction, Interacting with adults, Interacting with youth, Motivating youth, Practicing active listening skills, Providing presentations, Utilizing knowledge of prevention principles, Utilizing youth development principles.	
	Supervisory: Motivating volunteers, Overseeing adult volunteer programs, Recruitment and retention of volunteers, Staff development, Supervising staff.	
	Other (please specify):	
	Total Percentage of Time:	100