**Handout #2: Notes for Developing a Cross-Training Plan**

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| **Topic** | **Notes** |
| 1. **Which jobs and people will I start with?** |  |
| 1. **Why are we doing this?**  * Benefits for the Library * Benefits for the Staff |  |
| 1. **Core functions of the jobs in which staff will be cross-trained** |  |
| 1. **What training tools, checklists, and processes already exist?** |  |
| 1. **How will staff be trained?**  * Who’s responsible and accountable? * What are the expected outcomes? (What will success look like?) * How will staff practice their new skills? * Target dates for: * Completion * Update job descriptions * Update performance management tools |  |

***Remember to communicate with everyone about who will be cross-trained, why, how, and when!***