

ASSESSING REQUESTS FOR FINANCIAL ASSISTANCE FOR WORKFORCE DEVELOPMENT

These steps are intended to assist managers, supervisors and employees in determining the amount of financial assistance that can be provided for development initiatives when the initiative is considered a significant investment.

Step 1: Operational Considerations

When assessing requests for financial assistance for workforce development purposes, first determine if the development is compatible with the organization’s needs. The following questions may assist with this assessment:

- Is this skill needed now, or in the near future?
- Will the employee have the opportunity to apply the skills?
- Is sufficient funding available for this request?
- Does the proposed initiative meet departmental standards?
- Does the credible source provide the program?

Step 2: Determining the Amount of Financial Assistance

Consider the following three factors to determine the amount of financial assistance:

Human Resource Requirements (Weight: 50%) – Evaluate the workforce development proposal in relation to the department’s human resource plan and needs as determined by organizational priorities. Some questions to consider:

- How closely does this proposal fit forecasted departmental/governmental human resource requirements?
- Can the department ensure that the employee’s current duties are performed by alternate resources during the person’s absence?
- How soon will the benefit of the initiative be realized?
- In the case of an educational leave request, will a suitable position be available for the employee upon the employee’s return?

Financial assistance based on the human resource requirement:					
Degree	Low	Medium		High	
Percentage of Support	10%	20%	30%	40%	50%

Employee’s Contribution to the Organization (Weight: 30%) – Some questions to consider:

- Has the employee’s performance over past years been satisfactory?
- Has the employee demonstrated versatility and individual initiative in pursuing career development that is consistent with organization needs?
- Has the employee achieved any major accomplishments that have had an impact on the department’s business plan?

Financial assistance based on employee’s contribution to the organization:					
Degree	Low	Medium		High	
Percentage of Support	10%	15%	20%	25%	30%

Nature of the Proposed Initiative (Weight: 20%) – Some questions to consider:

- Is the choice of this proposed program the closest, most economical and convenient choice of resources available to the employee?
- Is there a sound correlation between this proposal, the needs of the organization and the employee’s career plan?
- What is the likelihood of the proposed workforce development initiative achieving the desired results?

Financial assistance based on nature of proposed initiative:				
Degree	Low	Medium		High
Percentage of Support	5%	10%	15%	20%

Note: This information can be used to complete the *Application for a Development Initiative*.