DEVELOPING OTHERS COMPETENCY GUIDE
WHAT IS DEVELOPING OTHERS?

Recognizes and acts on the need to continually develop others’ capabilities to attain the highest level of performance possible.

WHAT DOES IT LOOK LIKE?

FOR EVERYONE
Shares experience and provides training to assist others with their development

FOR MANAGERS AND DIRECTORS
Supports others in creating and implementing their development plans, is capable of delivering positive and constructive feedback, and can provide time and resources to meet job requirements.

FOR VP’S AND BRANCH EXECS
Holds managers accountable for staff development and guides others on how to strengthen knowledge and skills that improve organizational performance.

FOR CEO/COO’S
Creates and implements a development-focused culture by speaking regularly with people at all levels in the organization about their development plans.
DEVELOPING OTHERS

We have developed a few options if you want to start now. The options we have available are:

**SELF STUDY**
Self study is all about you. Whether you like to read or volunteer, these options can be completed without supervisor approval.

- Suggested Reading
- Service Learning/Volunteering

**LEARNING AND DEVELOPMENT OPPORTUNITIES (LDO)**
Using the Y-Exchange and the community, you can attend trainings or seminars to help develop your competency.

- Y of the USA training courses
- Community Learning Opportunities

**LEARNING GROUPS/POWER HOURS**
Join a group of like-minded staff who are looking to develop together.

**COACHING**
Be matched with a staff member of the Y as a mentor.

LaunchING January 2013
SELF STUDY

COMPETENCY LIBRARY

A library of suggested readings has been created for the use of the Y Staff. A complete list of books is available on the public server. Books may also be checked out at your local library.

SUGGESTED READING FOR DEVELOPING OTHERS

Listed below are the books we have identified as a perfect source of information for Developing Others.

Effective Coaching:

For New Supervisors:

For Directors and Associate Branch Executives:

Developing Teams:
SELF STUDY

SERVICE LEARNING/VOLUNTEERING

A few of the best ways to grow in a given competency is by both watching others who do it well and trying out new skills in a small way. As you know, we have many volunteer opportunities at the Y. Think about ways that you could increase this competency by volunteering. If you’d like to work on a competency by volunteering be sure to complete the form on the next page and let our Events and Volunteer Manager, know before you start.

CURRENT VOLUNTEER OPTIONS FOR DEVELOPING OTHERS

- Volunteer to help coach/train kids for the Youth Triathlon.
- Volunteer to lead a subgroup on one of our group service days.

RECORD KEEPING

Once you have completed your volunteer experience, please fill out the Volunteering to Increase Competency Form. This form is available on the next page and copies can be printed from the public server.

Keep this as a record of your experience and as a tool to reflect/share with your supervisor.
SELF STUDY

VOLUNTEERING TO INCREASE YOUR COMPETENCY

Step 1: Fill out your name, date, competency and what will you do and bring to Volunteer Manager.

Name: ___________________________________________________________________ Date: ________________

Competency that you are working on: _________________________________
What will you do: ______________________________________________________

Step 2: Fill out this portion after event and bring to Volunteer Manager for signature.

Did this help you to think about the competency in a new way? If so, how?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Were you able to practice something to do with this competency? If so, how’d it go?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Overall, was this helpful?
________________________________________________________________________

What might you do differently as a result of this experience?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Volunteer Coordinator Signature ______________________________ Date __________
LEARNING AND DEVELOPMENT OPPORTUNITIES (LDO)

Y-USA NATIONAL TRAININGS AND Y-EXCHANGE

As a staff member of the McGaw YMCA, you are able to access the national database of YMCA information (aka Y-Exchange). The Y-Exchange website has information related to trainings, branding, and programs.

Training events need prior approval from your supervisor before you can attend. Please talk with them about any upcoming trainings you feel are good opportunities.

SIGNING UP FOR Y-EXCHANGE

If you are a full-time, salaried, staff member, you should already have access. Visit www.yexchange.org to retrieve your information.

For everyone else, you will need to be granted permission to the site. Look below for detailed instructions.

2. Click on the link below the New Account area. Link says “click here to register.”
3. Complete all information on the form.
4. Email will be sent to your Y’s Exchange Administrator.
5. Once approved, you will be able to login using the information you provided.

USING THE Y-EXCHANGE TO LOCATE TRAININGS

1. Login at www.yexchange.org using your information from above.
2. Under the “Running Your Y” tab, mouse over “Leadership Development.”
3. On this page, on the middle-left, there is a section title “CourseQuest”
   Click on any of the following to do:
   CourseQuest Overview* – Information about CourseQuest
   CourseQuest Descriptions* – Descriptions of various courses you can take
   Course Availability* – Search function to view trainings in your area
   eLearning* – Courses that can be taken online via a computer
LEARNING AND DEVELOPMENT OPPORTUNITIES (LDO)

COMMUNITY SERVICE LEARNING

Staff can use community events and seminars as a way to develop competencies. Community events are defined as: events/seminars that are within driving distance, support a specific job improvement need, and must have a person enrichment element.

APPROVAL PROCESS

Complete and submit the LDO request and goals form to your supervisor. A meeting prior to approval or denial is required with the supervisor to discuss opportunity.

RECOGNITION

We encourage all supervisors to recognize their staff for the willingness to seek these opportunities even if the request is denied. We also encourage staff to speak with their supervisor regularly to discuss development opportunities.
AFFINITY GROUPS/POWER HOURS

Participate in a group with other individuals looking to build and develop a competency. Affinity groups are self-directed with group leadership split amongst the members. Learning groups will work towards a common goal agreed upon by all members. Participation in an Learning Group will last about 6 – 8 weeks.

This program is not yet implemented and is pending Y Staff approval.
COACHING

Finding a staff member who exemplifies Developing Others and using them as a mentor to help you develop your competency. This program should take about 6 – 8 weeks.

This program is not yet implemented and is pending staff approval.
DEVELOPING OTHERS

VALUABLE TIPS

Connect people with role models and mentors who possess the skills they are trying to develop.

Ask people what kind of feedback and support they need from their supervisors/coaches.

Recognize development efforts, not just results.

Schedule time to talk with supervisors about developments as part of regular one-on-one meetings, updates, team meetings, and so forth.