

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

Topic	Notes
1. Which jobs and people will I start with?	
2. Why are we doing this? <ul style="list-style-type: none">• Benefits for the Library • Benefits for the Staff	
3. Core functions of the jobs in which staff will be cross-trained	
4. What training tools, checklists, and processes already exist?	
5. How will staff be trained? <ul style="list-style-type: none">• 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:<ul style="list-style-type: none">• Completion• Update job descriptions• Update performance management tools	

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

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