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

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| **Topic** | **Notes**  |
| 1. **Which jobs and people will I start with?**
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| 1. **Why are we doing this?**
* Benefits for the Library
* Benefits for the Staff
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| 1. **Core functions of the jobs in which staff will be cross-trained**
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| 1. **What training tools, checklists, and processes already exist?**
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| 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
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***Remember to communicate with everyone about who will be cross-trained, why, how, and when!***