



THE ITA WEGMAN ASSOCIATION HUMAN RESOURCES PLAN AND STATUS UPDATE 2022 - 2023

DOMAIN	IDENTIFIED BARRIER(S)	ACTION TO ADDRESS BARRIER(S)	PROGRESS MADE	REVIEW DATE
ORIENTATION	1. Ensure new Coworker orientation lists are complete. Ensure Coworkers are registered in appropriate Relias training Cohort and incoming Coworkers engage in required in-house and Relias training	1. Finalize orientation checklist. Train senior Coworkers on the orientation list and how to train incoming Coworkers. Finalize Relias database training modules.	1. New Coworkers are working through the updated orientation list with senior Coworkers and FM. Tracking of orientation training and required follow-up. Admin and Dev Coord. working to create groups (cohort training) in the Relias database system. Training tracked by FM	1. January 2023
	2. Ensure all new Coworkers have access to all IWA policy and procedures. Ensure Coworkers have reviewed and understand the Coworker handbook.	2. Update and centralize all IWA policy and procedures. Review and update the Coworker handbook to reflect the changes to the 2021 IWA organizational re-structure.	2. Accreditation committee is working to review all IWA policy, procedures, plans and reports. Updated policies are being uploaded to Relias (ongoing as updates are made). Identified the need to review the Coworker handbook for updates.	2. January 2023
	3. Ensure Companions who are new to The Ita Wegman Association complete the orientation process in full.	3. Continue to utilize Companion orientation checklist. Review to improve content.	3. All Companion files have completed (signed and dated) orientations.	3. January 2023
	4. Ensure all Companion have read / read to them the Companion handbook / code of conduct and understand to the best of their ability	4. Upon admission and annually, Companion handbooks will be reviewed as needed on a one to one basis, and with Companions at Companion meetings, ISP's, and House Meetings. Companion handbook materials will be available in plain language format.	4. All IWA Companions have read, or have read to them the Companion handbook. Follow up review and discussion occurs in Companion meetings. The Companion handbook documents, have been reviewed for plain language accessibility.	4. January 2023



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COWORKER MORALE	1.Coworker orientation and performance reviews completed consistently	1.Increased orientation review timelines. Tracking of annual performance review dates.	1.BA / FM to identify and follow performance review schedule. Review forms updated.	1.June 2022
	2.Team building and staff development activities and opportunities.	2.Identify activities and opportunities that could be used to build team unity, appreciation, and development between Coworkers	2.Executive Group and Core Group continue to create opportunities for gathering and sharing to increase team awareness, development and dynamics	2.June 2022

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TRAINING	Improved consistency in completing required internal and external training. Finalize training program Relias.	Review the schedule set for required training to ensure training is being completed as scheduled and if not determine cause and address. Training plans to be completed and incorporated into the orientation and annual review process	Internal training consistency is improving but monitoring is required at the 3 month review date and annually to ensure training is completed as per stakeholder expectations. External training has been completed as required. Relias training plan is close to complete.	May 2023
PERFORMANCE EVALUATION	Review competency expectations relative to job descriptions.	BA / FM / Executive Group to review, update, and organize Fileshare as necessary.	BA / FM /Executive Group reviewing all competency expectations associated with job descriptions and addressing any issues as necessary.	November 2022
RECRUITMENT	Recruit skilled and experienced Coworkers	BA / FM and Admissions Coordinator, utilizing our website and community websites, social media, neighbourhood programs, Indeed, Good Work, Camphill connections to recruit Coworkers / Increase domestic recruitment.	BA / FM and Admissions Coordinator continue to utilize social media, Camphill connections, Camphill publications, website, etc., for locating and securing skilled coworkers. Goal of having full Coworker capacity by August 2022	Quarterly: July 2022, October 2022, January 2023, April 2023
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RETENTION	Retaining Coworkers	BA / FM and Executive Group looking at training, feedback and staff development to better support Coworkers.	BA / FM and Executive Group continue to work with existing Coworkers to obtain and review feedback and implement strategies that support retention efforts.	Quarterly: July 2022, October 2022, January 2023, April 2023
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ACHIEVEMENTS

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CHANGES

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