

Workforce Development Program

See also [HFW Feedback & Performance Improvement Process](#), [Chronically or structurally underemployed & underrepresented populations](#).

At Human First Works we believe that everyone should be developing transferable skills and meta-skills that will be both marketable and useful. We want to build people's competencies so that everyone's choice to stay working at Human First Works is because they feel appreciated and supported here and that this is the best place for them and not because of a lack of other choices. The key aspects of our development program and plan is our [Feedback & Performance Improvement Process](#).

During this process, we intend people to both unearth areas of interest for future development and to execute on those areas.

Requirements: Everyone who is hired full-time and many people that are hired part-time are automatically enrolled in our Workforce Development Program and the program starts immediately upon hiring.

Duration: 1-2 years of full-time employment.

Although it's certainly possible to learn things more quickly, we believe that it takes time to

1. Get to know someone's strengths and weaknesses
2. Be able to offer adequate feedback
3. Match that feedback with your desires and goals for development, customer needs, and HFW needs
4. Execute and iterate on that development over time

Over this period of time we believe it's possible for the majority (and hopefully vast majority) of people to be able to develop enough skills and transferable experience that they could choose a variety of other employment opportunities.

Areas of Impact: The specific areas of development are open per individual, but some of the areas that might be relevant include

- Communication and interpersonal skills
- Problem-solving and critical thinking
- Time management and organizational skills
- Emotional intelligence and adaptability

- Digital literacy and advanced computer skills

Training: Training will include a variety of methods, including, but not limited to

- Mentorship & coaching from peers and leaders within HFW
- Online courses and workshops
- Webinars and expert talks
- Role swapping and on the job training
- Peer learning through group processes
- Giving and receiving feedback

We have a special advantage by being both a training and coaching organization. We leverage that for your benefit in your development. These conversations will be rolled into your 1:1 conversations. But if you would ever appreciate extra coaching or support, please ask for it.

Defined Area(s) of Focus: At your 6 month mark, you should be making a [Professional Development Plan](#). In this plan there should be areas that are focuses and should be for the sole purpose of helping you address [any systemic or structural issues that you face](#) in achieving and maintaining a living wage throughout your career. Said more simply, we want to train you on skills that will help you make more money, regardless of if and when you may leave Human First Works. We want those skills to be explicitly stated in your development plan so we can all be supportive and accountable in helping you achieve them. These areas should be informed both by your interest as well as what is valuable in the job market. And if you're unsure what is valuable in the job market, please feel free to ask you coach, any mentor at HFW, or any partner. Each may have different understandings of what is valuable, but all of them should be able to help you refine your understanding of what can help you earn more money over time.

Paying a Living Wage: Our goal is to pay a living wage throughout the development program. One way we help track this is to show your salary on an annual basis. So whenever you receive a pay raise, you'll see both the hourly rate and the annual equivalent. For instance, a pay of \$5/hour = \$10,400/annual salary for a full time employee. Full time assumes 40 hours of work/week. We also understand that making dealing with life is far more complex. You have several options. You can use sick/vacation time (See [Team Member Handbook](#) for more info). Or you're welcome to choose to work less hours. Either is fine by us. We just want to ensure that you're making a decision that supports you both for the short and long term, both financially and developmentally. If you want to talk with anyone about this, please reach out to your coach, mentor, or any partner.

Acting as a Reference: For anyone that has completed our Workforce Development Program we always act as a through reference for any employer or future job

opportunity and support you in anyway that we can. In general, we will also try to do this for all of our employees that we can maintain a good relationship with.

Completion: You will have successfully completed the program when you have achieved 3 major milestones on your development plan that you feel are transferable and applicable to future employment. After completion, you are encouraged to continue your professional development, but are not required to.

Tracking our impact: We will track people's continued employment for 3 years by checking in with them via email. Our long term goal is that those that want to be gainfully employed are able to do so and are able to maintain that employment over time.