

IX. Training Unit Roles

 **Guide for Goal Types and Their Meanings (for use in performance review):**

Category	Definition	Typical Focus	Examples
Defined Work Priorities	“What work gets done.” Deliverables tied to training production, quality, and cross-practice collaboration.	Curriculum development, project management, facilitation, innovation, data tracking.	Delivering training events, updating resources, managing cross-division projects.
Professional Development, Wellness, and Personal Care	“How growth and performance are sustained.” Goals centered on creativity, reflection, collaboration, and wellbeing.	Learning, innovation, DEI engagement, mentorship, self-care.	Certifications, train-the-trainer sessions, creative time, wellness participation.

Goal Type 1: Defined Work Priorities (What Work Gets Done)

1. Training Design, Delivery, and Facilitation

1. Develop and facilitate **at least XX major trainings** (virtual or in-person) for staff or private counsel by September 2026.
2. Design or revise **at least one core curriculum module** (skills, law, DEI, or wellness) each quarter to ensure updated, practice-relevant content.
3. Implement **participant feedback surveys for 100% of major trainings**, achieving at least a XX% satisfaction rate in “clarity” and “relevance.”
4. Record and edit **at least XX training sessions** for posting on the learning management system (eg. TalentLMS) within the fiscal year.
5. Develop **XX cross-practice collaborative trainings** (e.g., CAFL–MHLD or YAD–PDD) by XX date to strengthen holistic defense capacity.

2. Curriculum Development and Content Management

6. Create and maintain **a curriculum tracking spreadsheet** by XX date showing course frequency, facilitators, and update cycles.
7. Review and update **XX existing training outlines or resource materials** to align with current law, DEI standards, and CPCS policies.
8. Draft or edit **at least XX new written training resources** (practice tips, sample motions, or guides) each quarter.

9. Collaborate with division leaders to **identify annual training priorities** and publish a Training Calendar for the rest of the year by XX date.
10. Integrate **equity and cultural humility principles** into at least XX% of new or revised materials by year-end.

3. Program Evaluation and Improvement

11. Develop or revise a **standardized post-training evaluation form** with both quantitative and qualitative metrics by XX date.
12. Conduct **biannual reviews of training outcomes** and propose one measurable improvement for the next cycle.
13. Create a **dashboard of training participation data** (attendance, region, any other relevant data) by XX date.
14. Introduce **at least one pilot training innovation** (micro-learning, hybrid format, or peer-led series) by XX date.
15. Document a **complete end-to-end workflow for training production** (planning → delivery → archiving) to ensure department-wide consistency.

4. Technology and Platform Support (Technologist-Focused)

16. Produce and edit **at least XX training videos** per quarter for use in asynchronous learning.
17. Develop and publish a **technology quick-start guide or FAQ** for presenters by XX date.
18. Evaluate and recommend **at least one new technology tool** (polling, captioning, accessibility, analytics) for pilot by XX date.
19. Implement a **monthly system audit** to verify that all training content is accessible and properly tagged.

5. Cross-Practice Coordination and Department Operations

21. Manage **cross-practice project timelines and budgets** to ensure 100% of deliverables are on schedule.
 22. Maintain **comprehensive project documentation** (minutes, trackers, deliverables) for all cross-practice initiatives.
 23. Lead or co-lead **one grant or funding proposal** for training innovation by September 2026.
 24. Conduct XX **training needs assessments per year** and summarize findings for leadership.
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Goal Type 2: Professional Development, Wellness, and Personal Care (How You Grow and Sustain Performance)

1. Professional Growth and Learning

- 26. Attend **at least XX professional development events** (training design, adult learning, DEI, or technology) by September 2026.
- 27. Earn **a professional certification or credential** (e.g., ATD, IDOL, LMS Admin, or PMP) by August 2026.
- 28. Participate in **quarterly peer-observation sessions** with other trainers to exchange feedback and instructional techniques.
- 29. Join at least **one professional learning network or consortium** (e.g., NLADA Training Committee, ATD New England) by XX date.
- 30. Publish or present **one article, webinar, or presentation** on training innovation or legal education best practices by year-end.

2. Collaboration, Mentorship, and Inclusion

- 31. Facilitate **at least one internal learning session** per quarter (topic exchange, train-the-trainer, or design clinic).
- 32. Mentor or co-mentor **one emerging trainer or training fellow** through coaching and observation cycles.
- 33. Solicit and reflect on **360° feedback** from colleagues and participants twice annually.

3. Creativity, Reflection, and Wellness

- 35. Block **one weekly “creative development hour”** to explore new training tools, methods, or content ideas.
- 36. Participate in at least **one CPCS wellness, mindfulness, or DEI-focused event** per quarter.
- 37. Take **two consecutive days each quarter** to rest, plan, or focus on long-term creative development.
- 38. Maintain **a reflective log** tracking lessons learned, feedback received, and personal growth areas after each major project.