



## *Trail Association for Community Living*

1565B Bay Avenue

Box 131 Trail BC V1R4L3

Email [tacl@telus.net](mailto:tacl@telus.net) <http://www.taclkootenays.com>

**2025–2028**

### ***Trail Association for Community Living (TACL)***

#### **Workforce Development, Training, and Competency Enhancement Plan**

##### **Purpose**

The Training Association for Community Living (TACL) is committed to providing ongoing education, professional development, and competency-based training to ensure employees are equipped to deliver safe, ethical, person-centered, and high-quality services. This Training Plan supports continuous quality improvement and aligns with related staff competency, health and safety, person-centered practices, risk management, trauma-informed supports, and organizational excellence.

This plan applies to all TACL employees, including management, residential staff, employment staff, outreach workers, payroll staff, instructors, and support staff.

This plan is a living document and is reviewed semi-annually or as needed. Additions and updates are made in response to organizational needs, staff requests, and the availability of relevant training opportunities.

##### **Guiding Principles**

The following principles guide TACL's training practices:

- Person-centered and rights-based service delivery
- Respect, dignity, and inclusion for all persons served
- Trauma-informed and culturally responsive practices
- Safe and ethical service provision
- Continuous learning and professional growth
- Accountability and competency development
- Community inclusion and meaningful participation
- Health, wellness, and risk reduction

##### **Training Objectives**

The objectives of this Staff Training and Professional Development Plan are to:

1. Ensure all employees meet mandatory competency and regulatory requirements.
2. Support staff in delivering quality person-centered services.



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3. Promote safe work practices and risk management.
4. Strengthen leadership development and succession planning.
5. Enhance communication, documentation, and behavioural support strategies.
6. Improve staff retention, engagement, and workplace wellness.
7. Ensure compliance with CARF standards, licensing requirements, and organizational policies.
8. Support continuous quality improvement throughout the organization.

### **Orientation and Foundational Training**

All newly hired staff are required to complete orientation and foundational training during their probationary period and/or within the first 500 hours of employment.

### ***Open Future Modules***

The following Open Future modules are completed within the first 500 hours of employment: 2025-2028 – On-going

1. Introduction to Your Role
2. Abuse Prevention — Long Version
3. Active Support
4. Boundaries
5. Challenging Behaviour
6. Do the Right Thing
7. Health and Safety
8. Sexuality and Relationships
9. Understanding and Promoting Rights

### **Modules to complete after the first 9 above**

10. Autism and Sensory Processing
11. Breaking Bad News
12. Building Friendships
13. Dementia Explained
14. End of Care
15. Dementia Explained Strategies



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### **Additional Orientation Topics 2025-2028 Ongoing**

- Mission, Vision, and Service Principles
- Rights Statement Review
- Emergency Procedures and Safety Protocols
- Incident Reporting Responsibilities
- Medication Administration and Medication Errors
- Documentation Standards
- Scheduling Procedures
- Confidentiality and Professional Conduct
- Recognizing and Reporting Abuse
- Person-centered Service Provision
- Trauma-Informed Practices
- Workplace Health and Safety

### **Mandatory Annual Training Requirements**

The following training is required annually or as identified through licensing, CARF standards, risk management, and organizational review:

Training	Frequency
First Aid and CPR Certification/Recertification	As Required
MANDT	As Required
Competency Based Winter Driving	Annual
Review of TA CL Policies and Procedures	Annual
Review of Mission, Vision, Service Principles, and Rights Statement	Annual
Abuse Prevention and Duty to Report	Annual
Health and Safety Review	Annual
Emergency Procedures and Incident Reporting	Annual
Documentation Standards	Annual
Boundaries and Ethical Conduct	Annual
Trauma-Informed Practices	Annual
Person-Centered Service Provision	Annual
Food Safety/ WHIMIS	As Required



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Training	Frequency
Disabilities in the Workplace	As Required
CLBC Privacy Training	Annual
Competency-Based Incident Reporting	Annual
Competency-Based Medication Administration	Annual
Agency Wide Evacuation Training and Drill	Annual

### Core Professional Development Training

The following professional development opportunities support competency development and service excellence:

#### **Behavioural Supports and Crisis Prevention**

- Pivot Point — Reinforcement and SR Strategies, NVCPI, Person-centered Service Provision, ABC's of Behaviour, and Developing New Behaviour – 2025-2026
- MANDT Training- 2025- Ongoing
- MANDT Instructor Training- 2019-Ongoing
- MANDT Train-the-Trainer Program- 2019-Ongoing
- Technical Skills Train-the-Trainer- 2023-Ongoing
- Positive Behaviour Interventions and Supports- 2025
- Healthy Communication – 2025- Ongoing
- Dementia Explained – 2025-Ongoing
- Dementia Strategies- 2025- Ongoing
- Healthy Conflict Resolution -2025 -Ongoing
- Healthy Relationships -2025 -Ongoing
- Epilepsy – 2024- Ongoing
- Liability and Legal Issues- 2025- Ongoing
- Medical Risk Factors- 2025- Ongoing
- Medication Admin Training – 2025 -Ongoing
- Trauma-Informed Services -2025-Ongoing
- Train-the-trainer PATH: Planning Alternative Tomorrows with Hope, Using PATH as an exemplary tool. 2026
- Challenging Behaviour2 – OFL- 2023-Ongoing
- Behaviour Planning in Community 2025- 2026
- Adults with Developmental Disabilities and Dementia 2025-2026
- Fostering Self-Determination for Adults with Developmental Disabilities 2025 - 2026



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### ***Disability and Specialized Support Training***

- FASD — Neurobehavioral: A Brain-Based Approach - 2025
- FASD Training Program — Online Training – 2025-2026
- End of Life Care – OFL 2024- Ongoing
- Understanding Dementia — offered through Interior Health – 2025- 2026
- Prevention, Screening, Diagnosis, and Support for Persons with Developmental Disabilities Who Develop Dementia - 2026
- Supporting Aging Adults – 2025
- Mental Health – OFL – 2025 Ongoing
- Profound and Complex Disabilities – 2025-Ongoing
- SMART Goal Training 2023- Ongoing
- Sexuality and Relationships OFL – 2024- Ongoing
- FASD - OFL – 2025 -Ongoing
- Creating Caring Communities: The Cultural Context of High-Risk Substance Use in Youth - 2026
- Spectrum: Lifespan Autism Resources & Training 2024- 2025
- Indigenous Cultural Awareness - 2025
- Intermediate Gender Diversity- 2025
- Understanding Autism, PDA, and ODD: Strategies to avoid struggles- 2025
- The Fatal Five (5 most common preventable fatalities in persons with disabilities)

### ***Safety and Risk Management***

- ANKORS — Sharps Safety Practices – 2025 Ongoing
- Canadian Red Cross Prevention in Motion — Abuse Prevention for Adults - 2025 - Ongoing
- Abuse Prevention – OFL – 2023- Ongoing
- Understanding and Promoting Rights – OFL 2023-Ongoing
- Personal and Intimate Care – OFL 2025- Ongoing
- Supporting and Understanding Communication- OFL 2024- Ongoing
- Managing Hostel Interactions- 2025-2026
- HSCL Occupational Therapist-performed Training Regarding Safe Lifts, Transfers, and Body Mechanics- Ongoing
- Risk Management Plan- 2025-2026
- HSCL staff training for all Transfer of functions / Ongoing annually
- Workplace Health and Safety/Committee – Ongoing
- Working Alone Procedures – Ongoing
- Health and Safety Training – OFL – ongoing
- Working Alone -OFL- ongoing
- Infection Control and Bloodborne Pathogens- OFL-ongoing



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### ***Employment and Community Inclusion Supports***

- Non-Traditional Strategies to Facilitate Employment — Making It Work- 2025
- Indigenous culturally safe employment services -2025
- Marketing in Supported Employment
- The Art of Creating Opportunity: Tools for Achieving Employment Outcomes- 2025
- Self-Care and Boundary Setting on the Worksite -2025- 2026
- Supported Employment Fundamentals – 2025
- Customized Employment Training – 2025
- Supported Employment Marketing – 2025

### ***Ethics, Leadership, and Organizational Excellence***

- BC CEO Network — Semi-Annual Training for Executive Director and Financial Manager- 2025 -2026
- Ceridian and Municipal Pension Plan — Online Training for Payroll Staff – 2025-2026
- Succession Planning Training - 2026
- Leadership Development Opportunities – 2025-2026
- Management & Leadership Training: Conversations- 2025-2026
- Management & Leadership Training: Managing Emotions- 2025-2026
- Management & Leadership Training: Person-centered Supervision- 2025-2026
- Supervisory Skills Development- 2025- 2026
- Quality Improvement and Risk Management Training – 2025

### ***Succession Planning and Leadership Development***

TACL recognizes the importance of building organizational capacity and preparing future leaders within the organization. Succession planning activities support continuity of services, leadership stability, and employee growth opportunities.

Succession planning initiatives include:

- Leadership mentoring opportunities
- Cross-training between departments
- Supervisory skill development
- Participation in management meetings and planning processes
- Train-the-trainer opportunities
- Coaching and mentorship
- Professional development planning



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- Delegation of leadership responsibilities
- Support for external leadership education and workshops

Employees demonstrating leadership potential may be identified through performance evaluations, professional development goals, and organizational needs assessments.

### **Training and Education Opportunities for Persons Served**

TACL is committed to supporting lifelong learning, self-advocacy, personal growth, safety awareness, rights education, and community inclusion for persons served. Educational opportunities are offered on an ongoing basis and are designed to support informed choice, independence, relationship building, employment readiness, health and wellness, and personal safety.

Training opportunities are provided through Open Future Learning, self-advocacy initiatives, community partnerships, guest speakers, and in-house educational sessions.

### ***Open Future Learning – Side by Side Modules***

The following Side by Side modules are available and offered on an ongoing basis to persons served:

- About Abuse - 2025- Ongoing
- About Autism - 2025- Ongoing
- About Being in Control - 2025- Ongoing
- About Friendships and Community – 2025-ongoing
- About Person-centered Planning – 2025 - ongoing
- Circle of Friends- - 2025- ongoing
- Employment Part 1: Thinking About Employment - 2025- ongoing
- Employment Part 2: Types of Employment – 2025- ongoing
- Employment Part 3: Finding and Keeping Employment – 2025- ongoing
- Finding and Building Community – 2025- ongoing
- Finding and Building Friendships - – 2025- ongoing
- Looking After My Mental Health Part 1 – 2025- ongoing
- Looking After My Mental Health Part 2 – 2025- ongoing
- Looking After My Mental Health Part 4 – 2025- ongoing
- My Rights – 2025- ongoing
- Our Great Working Relationship Part 1 – 2025- ongoing
- Our Great Working Relationship Part 2 – 2025- ongoing
- Our Great Working Relationship Part 3 – 2025- ongoing



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- Preventing Abuse and Staying Safe – 2025- ongoing
- Relationships, Dating, and Intimacy Part 1 – 2025- ongoing
- Relationships, Dating, and Intimacy Part 2 – 2025- ongoing
- Relationships, Dating, and Intimacy Part 3 – 2025- ongoing
- Staying Connected to Social Media – 2025- ongoing
- Staying Safe on Social Media – 2025- ongoing
- Who Am I – 2025- ongoing

### ***Additional Training and Educational Opportunities for Persons Served.***

During 2025–2026, the Self Advocate Group provided additional educational opportunities by inviting community guest speakers to monthly meetings.

Additional educational opportunities and community safety initiatives included:

- Securing an RDSP Savings Account
- Guest speaker presentations
- Staying Safe at Home and in the Community — RCMP Guest Speaker
- Self-Advocate Group training sessions
- Safer at the Beach
- Fire Safety
- Spotting Dangers:
- Crossing the Street Safely
- Water Safety
- Monthly fire drills are completed at each residential site. Persons served participate in drills and provide feedback.

### ***Training Goals of Person Served: Education and Training***

Educational opportunities for persons served are intended to:

- Promote self-advocacy and informed decision-making
- Support rights awareness and abuse prevention
- Increase community safety and independence
- Enhance relationship and social skills
- Promote employment readiness and inclusion
- Support mental health and wellness
- Encourage meaningful participation within the community
- Build confidence, self-esteem, and personal growth



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TACL recognizes the importance of accessible learning opportunities and supports persons served in participating in education and training that reflects their goals, interests, strengths, and support needs.

### **Training Documentation and Tracking**

TACL maintains documentation of all employee training and professional development activities. Documentation may include but not limited to:

- Attendance records
- Certificates of completion
- Competency checklists
- Training sign-off sheets
- Annual performance evaluations
- Professional development plans
- Medication competency records
- Bullying Harassment Competency-based
- Winter driving Competency-based
- Incident Training Competency-based
- FOIPA Competency-based Privacy
- First Aid and CPR certification records

Training records are reviewed regularly to ensure compliance with organizational requirements, licensing standards, and CARF expectations.

### **Competency Evaluation**

Employee competency is evaluated through:

- Direct observation
- Skills demonstration
- Probationary reviews
- Annual performance evaluations
- Incident review and follow-up
- Coaching and supervision
- Staff feedback and reflective practice
- Training completion and comprehension reviews

Additional training or coaching may be assigned where competency gaps are identified.



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### **Continuous Quality Improvement**

TACL is committed to continuous quality improvement and regularly reviews training needs through:

- Staff, Persons served, Family and caregiver, stakeholder feedback
- Incident and risk reviews
- Residential Council and Self Advocate meetings
- Staff Performance Review
- Licensing, CLBC and CARF Standards
- Changes in legislation or best practices
- Health and safety reviews
- Quality improvement initiatives
- Strategic Planning
- Program evaluation outcomes

Training priorities may be adjusted annually to respond to organizational needs and emerging trends within community living services.

### ***Management Responsibilities***

Management is responsible for:

- Ensuring staff have access to the required training
- Monitoring training compliance
- Supporting professional development opportunities
- Maintaining training records
- Evaluating organizational training needs
- Promoting a culture of learning and continuous improvement

### ***Employee Responsibilities***

Employees are responsible for:

- Participating in mandatory training
- Maintaining required certifications
- Applying learned skills in practice
- Seeking clarification and support when needed
- Participating in professional development opportunities
- Following TACL policies and procedures



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### **Review Schedule**

This Staff Training and Professional Development Plan will be reviewed annually and updated as needed to ensure alignment with:

- TACL Mission & Vision
- Survey responses
- CARF Standards
- Licensing requirements
- CLBC Service Deliverables
- Occupational Health and Safety requirements
- Organizational priorities
- Best practices in Community living Services
- Strategic Planning

### **Approval**

Approved By: \_\_\_\_\_

Board President: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Review Date: \_\_\_\_\_

Reviewed Date: \_\_\_\_\_