



Motivating Staff Requires More Than Just Candy Budgeting Worksheet

Please note that this is only a guide to get you started. The amount you actually spend on employees will depend on the state in which you live, the availability of training resources and if your state requires you to pay for the employee's hours, their classes, both or neither. Even if you aren't required to pay for either, it is usually in your best interest to provide a few quality training opportunities during the year.

1. The amount I spent on staff training last year: _____
(This may require some digging.)
2. This year, we will make more or less money than last year: _____
3. The amount I want to spend on staff training this year: _____
(If you did an adequate job of providing staff training last year, you may just want to carry that amount over. If not, consider a boost to increase the quality and frequency of trainings.)
4. The percentage of my training budget that I want to spend on group training is: _____% - That is \$ _____
5. The percentage of my training budget I want to spend on individual training is: _____% - That is \$ _____
6. Some states allow professional readings to count for some of the annual training hours. My state allows _____ hours to be professional independent readings. If your state allows these types of activities, be sure to include proper documentation for articles you have your staff read.



Motivating Staff Requires More Than Just Candy Final Reflection

Read, reflect and then write about the following statement:

Three ideas I plan to implement from this class are . . .