



Three toolkits to help develop and retain staff in the Western Australian NRM sector

The toolkits have been developed for catchment councils, subregional groups and other NRM-focused organisations that need to attract, retain and develop quality staff.

They've been designed to be *put to use* to assist you to either provide or experience a stimulating and productive introduction to your organisation. And to clearly map out a skill development pathway for yourself or for new and existing staff. The kits will also help you to establish guidance, feedback and ongoing skill development through mentoring programs.

The kits do this through three components:

1. Induction tool kit
2. Skill development tool kit
3. Mentoring tool kit



You'll be able to use them either on a stand-alone basis or as an integrated part of your staff attraction, development and retention strategy.

The kits will help you to:

- Plan and coordinate some of the key HR requirements with your staff including induction and review processes
- Effectively and economically allocate resources for skill development
- Apply the key principles of mentoring within your role or organisation

The toolkits are ideal for you if you:

- Are a NRM project officer looking for information & resources; or
- Have staff management responsibilities; or
- Are experiencing challenges with staff turnover; or
- Are concerned about loss of 'corporate knowledge' from your organisation; or
- Have limited resources (including time) for staff management and development

Toolkit structure

Each toolkit comes in two parts. The first part describes the kits purpose and how it can be used. The second part comprises templates to be used or adapted by staff to suit their roles.

Follow-up resources

Practical information related to each of the kits will be available through the State NRM website (www.nrm.wa.gov.au/education.htm). NRM staff will also have access to an *online forum* where they'll be able to share ideas, develop networks, seek information and exchange resources. The site will also include a Training Calendar covering all the core skills needed for your staff's development.

