

# LEARNING HANDBOOK

Guidance and tools to support systematic learning before, during and after project activity in health and care

## Staff profiles

Staff profiles can help build a picture of the knowledge and previous experience of members of an organisation / team so that others will know quickly and easily who to go to for advice or answers regarding particular tasks or projects.

Tool	Time	Resources	Physicality	Interactivity
Staff profiles	★★★★☆	★★★★☆	★★★★☆	★★★★☆

### When?

Staff profiles should be created once a member of staff has started their employment and should be updated as new skills and experiences are gained.

### Who?

The individual member of staff should be involved in creating and maintaining their own staff profile. Team administrators or coordinators may be tasked with asking new members of staff to fill in their staff profile, collating all the profiles and also reminding staff to update them regularly.

### How?

The staff profile should as a minimum, capture the past experience and main skills of the employee. You may wish to also include more personal attributes and qualities – anything that you believe will help staff get to know each other better.

Staff profiles can be created in paper format, as documents on the computer, or you may have an intranet or online collaborative platform that allows you to create staff profiles. We have included a template you can use on the attached worksheet.

### Things you need:

- A worksheet / document set up to capture skills and experience
- Agreement amongst staff to complete and regularly update their profile
- A plan for sharing the staff profiles so they are widely accessible
- A coordinator / lead responsible for overseeing staff profiles are maintained and consistent

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## Staff profiles worksheet

<p><b>Picture</b></p>	<p><b>Basic information</b></p> <p><b>Name:</b></p> <p><b>Job title:</b></p> <p><b>Team / department:</b></p> <p><b>Location:</b></p>
<p><b>Previous roles</b></p> <p><b>Role:</b> <b>Organisation:</b></p> <p><b>Role:</b> <b>Organisation:</b></p> <p><b>Role:</b> <b>Organisation:</b></p> <p><b>Role:</b> <b>Organisation:</b></p> <p><b>Role:</b> <b>Organisation:</b></p>	
<p><b>Skills, hobbies and interests</b></p>	
<p><b>I work best when...</b></p>	
<p><b>My big ambition is...</b></p>	

