

PROFESSIONAL DEVELOPMENT (PD) PROGRAM LEVELS 1, 2 AND 3
February 26, 2024

Transition Plan from Current PD Program Levels 1, 2 and 3 to the new 2/26/2024 Levels

Over the past several months the core competencies that are embedded in the current PD Program Levels 1, 2 and 3 have been reviewed, aided by inputs from SBDC Program funded staff, analyzed, evaluated and modified thus creating the 2/26/2024 Levels. The actual changes/modifications will be described later in this document.

Individuals currently in Level 1 will need to shift over to the new Level 1 by March 29, 2024. All new hire individuals will use the 2/26/2024 Level 1.

Individuals currently in Level 2 need to add the four new Level 2 items into their plan and need to save any entries on their plan for the items that were eliminated, however no further efforts on those eliminated items are required. The revised plans need to be updated by March 29, 2024. All individuals upon entering Level 2 will use the 2/26/2024 Level 2.

Individuals currently in Level 3 need to add the new Level 3 item into their plan and need to save any entries on their plan for the items that were eliminated, however no further efforts on those eliminated items are required. The revised plans need to be updated by March 29, 2024. All individuals upon entering Level 3 will use the 2/26/2024 Level 3.

The Changes/Modifications:

For all three levels the Element of “Additional NMSBDC Specific Requirements” has been removed from the levels and will be included in the revised Onboarding and Continuing Education portions of the PD Program which is planned for release in the coming weeks. Additionally, the wording for the certification process and other minor word modifications were made to the header and signature portion of all three levels.

LEVEL 1: ELEMENT:

Business Planning. Including Strategic Planning and Business Plan Development, item c - the words “current Federal and State governments laws and” is inserted after the word “including”
Communication Skills, item d – removed the word “handle” and replaced with the word “manage”
Consulting/Counseling Techniques, item f. This competency was not removed at this time due to some Program funded staff currently working on it in their PD plan. However, the PD plans for newly hired staff as of 02/2024 will not include this competency item as it will be part of Onboarding.

LEVEL 2: ELEMENT:

Business Planning. Including Strategic Planning and Business Plan Development, new items:
h. Understand the cybersecurity risks facing small businesses and effectively communicate awareness to clients

i. Demonstrate understanding of businesses appropriate for growth through government procurement opportunities

Consulting/Counseling Techniques, new items:

j. Understand how to use AI for client counseling within NMSBDC Program guidelines (effective CY26)

k. Understand leadership approaches and styles necessary to successfully motivate and manage employees and be able to teach that knowledge to clients and model it for them.

LEVEL 3: ELEMENT:

Business Planning. Including Strategic Planning and Business Plan Development, new item:

m. Understand how intellectual property protections should be considered in the business plans and growth strategies of small businesses

Due to two new Level 2 items the previous Items h, i and j were relabeled as j, k and l

The wording in the Header, Core Competencies description, and the signatory areas clarified that Level 3 certifications are for a single Element and not for all Level 3 Elements. Individuals upon achieving certification in a single Element would then select another Level 3 Element for their continued growth.

ROLLOUT PLAN AND IMPLEMENTATION PLAN

- The revised Core Competencies and PD Program Levels 1, 2 and 3 will be briefed to Lead Center staff on February 27, 2024. (recorded)
- The revised Core Competencies and PD Program Levels 1, 2 and 3 will be briefed to the SBDC Service Center Directors during the March 6, 2024, ESD Meeting with Center Directors (recorded)
- SBDC Center Directors that have staff will brief the revised Core Competencies and PD Program Levels 1, 2 and 3 to their staff members by March 8, 2024.
- The EA will post the new Core Competencies and PD Program Levels 1, 2 and 3 on the NMSBDC Intranet, Professional Development, Professional Development Skill Certification Program by March 6
- The ASDs are tasked to revise the four following items dated 4/19/2019 on the NMSBDC Intranet, Professional Development, Professional Development Skill Certification Program by March 22:
 - Certificate of Completion NMSBDC Provided Training
 - PowerPoint Training – How to fill out the plan
 - Plan Example
 - Referenced Attachment
- SBDC Center Directors and the ASDs will ensure that the updated plan Levels 1, 2 and 3 are implemented by March 29
- The ASDs will monitor NMSBDC Program funded staff's progress towards achievement of the revised Core Competencies and PD Program Levels 1, 2 and 3
- The ESD and DO will revise the current six-part PD Program into a five-part PD Program by revising Onboarding and merging Orientation into Onboarding with a no later than date of April 12, 2024