

TRAINING

The program structure includes Program Directors, Managers and Coordinators which supervise staff in each component and are responsible for the dissemination of information about available training to the individual component members.

Staff will seek information about training from their supervisor as well as from outside sources. Formal written request for training will be documented on the Training Request Form and submitted to the immediate supervisor for approval.

Supervisory staff should be responsible for the decision-making in the training request procedure based on need established by evaluation, resulting in a growth and improvement plan. Information about training=s requested will be shared for feedback at the administrative staff meetings.

Supervisors will submit approved training requests to the training committee for review in a timely manner. The Training Committee will then review the information included on the request form and approve a dollar amount to be paid by the program based on consultation with the Executive Director.

Information about training's attended will be logged by the staff member upon completion of the training, on a Training Evaluation Form. The training evaluations will be filed by the Associate Director

Staff will submit a completed Staff Development Records form to the Human Resources Director in order to keep training records up to date.