

Professional Development Policy: Administrative and Support Staff

Professional development often refers to verbal and tactile skills required for maintaining a specific career path or to general skills offered through continuing education. Professional development on the job may develop or enhance process skills, sometimes referred to as leadership skills, as well as task skills. Some examples for process skills are 'effectiveness skills', 'team functioning skills', and 'systems thinking skills'. Some examples of task skills are computer software applications, customer service skills and safety training.

Guidelines

A minimum of 8 CPE hours (contact hours) are required during a 1 year period to run July 1st through June 30th starting Fiscal Year 2009.

Events include:

- ½ day retreat (4 CPE)
- One long lunch meeting per quarter with speaker (1.5 CPE)
- SAP Lunch & Learn – Brown Bag (1 CPE)
- College classes directly related to job
3 hrs = 3 CPE 2 hrs = 2 CPE
- College classes not directly related to job
(basics or non-related to degree)
3 hrs = 1.5 CPE 2 hrs = 1 CPE
- SAP classes (CPE – assigned through training tracker)
- Grant certifications program – (CPE assigned through training tracker)
- On-line training that directly applies to job (CPE is given hour for hour)
- Speaker at monthly meeting (1 CPE)
- Inter-agency by DFA (CPE given hour for hour)
- DHS training programs (CPE given hour for hour)

Training opportunities will be provided at monthly staff meetings.

There will be a half day retreat held once a year.

There will be an extended lunch meeting (lunch provided) once a quarter with a speaker presentation to discuss topics such as:

- Stress management
- Team building
- Conflict management
- Communication

Participation will be maintained by COP Business Assistant/HR and a report will be provided to support staff supervisors at the end of the fiscal year.

Supervisors will include professional development CPE hours on the employee's annual performance evaluation.

Below 8 CPE – unsatisfactory

8 CPE – average

10 CPE – above average

12+ CPE - excellent

This policy will be reviewed at minimum every year ending with an even number and revised as necessary.