

CVS POLICY & PROCEDURE MANUAL

Policy Area: Human Resources

Policy # & Name: 6.10 Training & Professional Development

Group: All Staff, Volunteers, Board Members

Purpose:

To ensure that employees and volunteers are trained to fulfill their responsibilities and meet the needs of persons served and are able to contribute to the overall performance requirements of the organization.

Policy Statement:

CVS provides training and professional development opportunities to all employees and volunteers in a variety of formats which include certificate programs, workshops, conferences, presentations, videos and written material both in-house and externally.

Community Ventures Society provides employee training as a means to help employees develop and/or enhance their professional skills and to assist them with their career development goals.

As part of our commitment to staff training and development, we provide online courses from Essential Learning within Elevate, a learning management system (LMS).

Policy Requirements:

The Executive Director or designate reviews and updates a training plan on a regular basis which addresses the training needs of the Association.

This plan includes but is not limited to health and safety, planning, documentation, medication administration, and sensitivity to cultural diversity.

The training plan reflects input from performance reviews, the staff satisfaction survey and from Program Managers.

The training plan is approved by the Board of Directors.

Employees will submit verification of training completed for their personnel files. All internal training will be tracked using the training attendance form.

Policy Audit: March Annually

Date Issued: March 2004

Date Revised: May 2011

Position

Responsible: Executive Director or Designate

References:

- ✓ Training Plan
- ✓ Staff Satisfaction Survey
- ✓ SDA 6.10.A - Training Attendance Form
- ✓ SDA 6.10.B - In-Service Training Evaluation Sheet

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ESSENTIAL LEARNING TRAINING GUIDELINES

As part of our performance training staff are regularly asked about their career and training goals. Essential Learning will provide opportunities for pursuing these interests. The individual learning site is referred to as Elevate.

Elective Training and Education

Essential Learning provides a library of professional courses on a variety of behavioral health and human service topics. Employees may, at their own discretion, take online courses for continuing education credit, for professional development, or personal interest at no cost. Employees choosing to take online courses at their own discretion, as electives, must do so on their own time and will not be compensated for their time.

Recommended Training and Education

From time to time a supervisor may recommend specific online courses as part of an employee's professional development plan or as a performance improvement activity.

Mandatory Training and Education

Community Ventures Society requires mandatory training for all employees on such topics as safety, confidential information, ethics, work-related topics and organization policies. Employees are given access to their training plans via a password secured log in to Elevate. Mandatory training and other agency requirements are listed with specific due dates on the employee's training plan.

All mandatory training is expected to be completed on or before the "required by" date and will be done as part of the employee's administrative time. It can be done from any computer and staff will have access to the CVS computers after their scheduled shifts should they wish to work from our offices.

Timely completion of training will be part of an employee's performance evaluation.