

**Policy & Procedure Manual**

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**TRAINING NEEDS AND OPPORTUNITIES – HR-XII-1**

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**POLICY:**

OPTIONS NORTHWEST encourages all employees to take personal responsibility for recognizing and accessing professional development opportunities both within the agency and in the community.

Human Resources will provide in-house training and other forms of resources to meet identified professional development training needs in a fiscally responsible manner, as approved and directed by Senior Management/Management team.

**PURPOSE:**

To provide a formal mechanism to identify, plan, and present pertinent professional development and training; to communicate notice of internal and external opportunities that will meet the professional development and training needs of employees.

**PROCEDURE:**

1. Throughout the year any employee or volunteer of OPTIONS NORTHWEST can make inquiries to the Human Resources and Training Advisor regarding professional development and training materials and/or opportunities available to meet individual education and training needs.
2. The employee, supervisor, Manager, or Director may make requests, to the Human Resources and Training Advisor for notice of training opportunities or to request a search for resources related to "Training Needs" or identified "Performance Goals".
3. In September of each year the Human Resources and Training Advisor will compile a report of professional development/training resources requests received throughout the year for review by Senior Management/Management team.

**POLICY: HR-XII-1**  
**DEPARTMENT:** Human Resources  
**CATEGORY:** Training and Development  
**EFFECTIVE DATE:** July 2021  
**SUPERSEDES VERSION DATED:** July 2003  
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4. The Human Resources and Training Advisor will formally plan and provide in-service training as approved and directed by the Senior Management/Management team.

**RECOMMENDED BY:** Director, Human Resources

**APPENDICES:** 0

**OPERATIONAL ACCOUNTABILITY:** Administration, Finance, Human Resources, Community Services (all)

**ORIGINAL POLICY DATE:** June 1994

**AUTHORIZED BY:** Executive Director

**SIGNATURE:**

