
MANDATORY TRAINING PROGRAMS – HR-XII-4

POLICY:

Mandatory training programs will be initiated and/or discontinued at the discretion of the Management Team in accordance with relevant legislation and people supported/employee/agency needs.

PURPOSE:

1. To provide program planning direction for the Human Resources and Training Advisor in order to provide sufficient training sessions and employee opportunity to attain and maintain required certification/skill(s) proficiency.
2. To ensure the efficient operation of the agency mandatory training effort.

PROCEDURE:

1. In October of each year the Human Resources and Training Advisor will determine mandatory training programs for the next calendar year considering:
 - a) The changing nature of educational needs within the agency
 - b) the nature and frequency of the mandatory programs
 - c) the employee groups/classifications targeted to attend the mandatory programs.
2. The annual Training Calendar will be published according to this information, and training sessions designed to meet predicted need.

RECOMMENDED BY: Human Resources and Training Advisor **APPENDICES:** 0

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

ORIGINAL POLICY DATE: May 1996

AUTHORIZED BY: Executive Director

SIGNATURE:

