

TRAINING & DEVELOPMENT POLICY

March 2020



City of Blackfoot

TRAINING AND DEVELOPMENT POLICY

Scope

This policy applies to all full-time and PERSI-eligible employees of the City of Blackfoot.

Introduction

City Administration is committed to ensuring that Staff have access to learning, development and training opportunities that will allow them to grow professionally. The purpose of this policy is to provide a framework to allow for professional development in order to provide an environment of continuous improvement, help staff in their roles, increase motivation and retention and successfully support the City's objectives.

Principles

Training and development can be defined as any activity designed to help individuals become more effective at their work by improving, updating or refining their knowledge and skills. This will encompass a range of activities including involvement in projects, attendance at training courses, conferences or seminars, site visits to other organizations, job shadowing, formal study, coaching and mentoring.

The responsibility for identifying training and development needs is shared between the Manager and the staff member, and City Administration is committed to allow reasonable time and financial support to do so. In addition, Managers are responsible for coordinating with Human Resources to ensure that appropriate action is taken to enroll the employees in these development activities.

Training

Specific technical, job-specific training (eg: Wastewater Operator training) will be supported by, and records maintained by, the individual Departments. Professional development training will be coordinated with Human Resources according to the City's training matrix. Training records for professional development will be maintained by Human Resources.

Training will be budgeted according to individual and department needs, with funding allocated as available. The objective is for employees to receive the opportunity for professional training at least every 24 months during their active employment.

The employee is required to have the agreement and permission of their Department Head prior to registering for any training. If the employee fails to gain permission of their Department Head, they may not be reimbursed for the course fee, travel, time off of work and/or expenses.

Outcomes

Employees will be required to complete all course assessments as well as a written statement, submitted to their supervisor, describing the way(s) that they intend to implement the new knowledge/skills in the workplace. The statement should also include any suggested changes to the training that would make it more beneficial to other City employees.

TRAINING MATRIX

Category	Competency	People Managers	Individual Contributors
Professionalism	Time Management	x	x
	Presentation Skills	x	
	Managing Conflict	x	
Communications	Communications	x	x
	Building Teamwork	x	
	Listening Skills	x	x
	Conflict Resolution	x	x
	Anger Management	x	x
Critical Thinking & Decision Making	Critical Thinking	x	
	Stress Management	x	x
	Time Management	x	x
	Project Management	x	x
Business Knowledge	Ethics	x	x
	Etiquette	x	x
	Change Management	x	
People Management	Talent Management	x	
	Performance Management	x	
	Coaching & Mentoring	x	
Leadership	Leadership & Influence	x	
	Leading Change	x	
	Employee Motivation	x	