

INSTITUTIONAL DIRECTIVE 5-11

April 17, 2006

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE.

Title: In-Service Development of Staff Personnel

I. Purpose

This directive establishes the guidelines for the in-service development of staff personnel, participation in the program, development of workshops to meet needs, and documentation of attendance.

II. Policy

It is the policy of Piedmont Technical College to assist staff members in acquiring competences required in their present position.

III. Administrative Procedure

- A. An annual staff training plan will be developed by the Human Resources Director based on recommendations from Institutional Officers in November of each year; recommendations may be from EPMS Performance Appraisals, from observed needs documented by Deans/Department Heads/Institutional Officers, and from workforce planning to deal with future personnel needs of the college. The Human Resources Director will summarize the recommendations and discuss with the VP of Institutional Development and the Director of the Center for Performance Excellence to outline an annual staff training plan.
- B. The annual staff training plan will be reviewed and approved by the institutional officers; development activities for the year will be based on this plan.

IV. Participation in Workshops

A. Planning

The Human Resources Director will take the annual staff training plan and coordinate with the VP of Institutional Development and Director of the Center for Performance Excellence the scheduling of workshops, determining whether to utilize internal or external resources to conduct workshops, documentation of attendance and retention of documentation in personnel files, and the awarding of Continuing Education Units for attendance. Once a workshop is prepared, employees will be notified and time will be scheduled for the workshop during normal work hours; scheduling should allow as many staff employees as possible to attend as part of their regular work schedule.

Office of Responsibility: President

B. Participation and Certification

In accordance with the annual staff training plan, participants will complete a Special Course Registration Form and forward it to the Continuing Education Office for processing; the workshop number and title will be shown in the annual staff training plan. Participants will be asked to evaluate the workshop by completing a Course Evaluation Form; results of the evaluation will be summarized by the Human Resources Director and forwarded to Institutional Officers, Deans and Department Heads. The workshop leader will submit the Attendance Form to Continuing Education with a copy to the Human Resources Director. Continuing Education will record the successful completion of workshops and CEU's awarded.

V. Developing Workshops

Workshops may be developed using in-house expertise or through external consultants and will be funded as part of the Workshops and Professional Activities Program. Workshops will be structured to provide skills training in identified needs from existing job descriptions.

A. Determining workshop topics and leaders:

The Human Resources Director will coordinate with the VP of Institutional Development and Director of the Center for Performance Excellence to determine if in-house expertise is available to develop and deliver requested workshops; assistance from identified resources will be solicited through their immediate supervisor, department head or institutional officer.

B. Workshop Design:

The resource person identified and the Human Resources Director will develop the workshop to meet requested needs. Completed workshops will be included in the annual staff training plan and scheduled as set forth in IV. A. (above).

C. Workshop Leaders:

Workshop leaders may or may not be the same resource person who participated in the workshop design. Each workshop leader will possess the appropriate qualifications in the topic area and will have their supervisor's approval to participate. Service as a workshop leader will be considered during the staff member's EPMS review.

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