

STAFF DEVELOPMENT AND TRAINING

POLICY NUMBER: RESERVED FOR FUTURE USE

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: DIRECTOR OF HUMAN RESOURCES

RESPONSIBLE OFFICE: OFFICE OF HUMAN RESOURCES

EFFECTIVE DATE:8/1/2012

I. POLICY STATEMENT

All employees should receive the appropriate training to ensure that they have the skills to perform their job to the fullest potential. Employees should work with their managers to find the appropriate training opportunities to enhance their performance on the job.

Supervisors and managers are encouraged to share with the Director of Training and Development any training needs that their department has throughout the year so that these training needs can be included in the overall training plan.

The Director of Training and Development creates a yearly training plan based off the goals of the University as well as the training needs assessed from department managers and supervisors.

In addition to internal training offerings, employees are encouraged to seek professional development opportunities outside the university that relate to their positions at NKU. Funds for professional development may vary from year to year depending on the departmental budget.

II. ENTITIES AFFECTED

Staff

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
New Policy	8/1/2012
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	