

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Employee Development and Assistance Programs	Section: VI
	Subject: D
SUBJECT: Professional Development and Training	Effective: 06/05/09
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PROFESSIONAL DEVELOPMENT AND TRAINING

Purpose

South Carolina State University is committed to career development for all of its employees. The purpose of the Professional Development and Training Program is to provide University employees with relevant training opportunities that will allow them to improve their knowledge, skills, attitudes, and abilities thus becoming a more productive employee.

University Training and Development Programs

- A. South Carolina State University training and development programs have been designed and developed to:
 - 1. Encourage employees to sharpen skills by providing instruction and practice in work-related areas such as supervision, effective writing, computer use, etc.
 - 2. Improve interpersonal skills through human relations training and increase productivity by improving communications between supervisors and employees.
 - 3. Foster good employee relations and provide promotional opportunities by sponsoring programs that lead to greater job satisfaction.
 - 4. Provide information about University policy and procedures.
- B. All employees, regardless of employment status, experience or educational background, are eligible to participate in University training and development programs.
- C. All requests for training which is offered during an employee's scheduled work hours must have prior approval by his or her supervisor. However, supervisors are strongly encouraged to allow employees to participate in training programs.
- D. Training announcements are made well in advance of training sessions. Employees may register for training sessions online at www.scsu.edu/opdt.

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- E. Employees who successfully complete the requirements of training programs will receive a certificate of program completion.

Program Analysis

Annually the program is thoroughly analyzed and redesigned for the next fiscal year. The following steps are used in the program analysis.

- A. After each seminar/workshop the participants are requested to complete an evaluation form. The evaluation forms are gathered and reviewed. The results of this review are carefully evaluated and become an important source of information in planning future training programs.
- B. Annually, a training needs survey is sent to all employees. Employees are strongly encouraged to provide input for the training needs for the upcoming year.
- C. Professional Development personnel review all of the available information thoroughly and develop the program for the next fiscal year.

Agency Directed Training

- A. A basic objective of every position at South Carolina State University is to perform the duties and responsibilities of that position in the most productive and efficient manner possible. Departments and their employees are faced with constantly changing needs and requirements from both internal and external sources. To meet these changing needs and requirements and to meet the objective of providing efficient and productive service, the employee or his or her supervisor may find it necessary to have the employee take a specific course that will help improve the employee's performance in the present position or acquire skills necessary to perform additional duties to meet the University's needs.
- B. If the University directs the employee to undertake such training, then such training is to be considered as a work assignment. Under such an assignment, the time is compensable and the expenses of the training should be borne by the University.
- C. It is the responsibility of department heads to make sure that their program services are maintained and that the training assignment is truly related to the job duties and responsibilities of the participating employee.

Training Record

The Office of Professional Development and Training maintains a record of training courses completed by employees. Each employee is responsible for providing the Office with records of training programs in which they participate outside the University.