

4.6.1 - Employee Training and Development Program

Standard: There shall be a program of employee development which is available to employees throughout the agency. It should be based on needs of individual employees, future organizational needs, and is evaluated and updated periodically. The program must notify personnel of available and/or required training, maintain training records, and assure that required training programs are attended. The program should incorporate in-service training and succession planning to ensure the continued effective performance of the organization after the departure of key staff.

Suggested Evidence of Compliance: Describe the scope and components of the employee development and training program, provide an outline of training offered (mandatory and discretionary), and provide lists of participants for the prior calendar year, and last review.

Informational reference in the *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 17 – Human Resource Management, pp. 448-451.

Agency Evidence of Compliance:

DPRAC - 4.2.2 Continuing Education Opportunities, 4.3.1 In-House Training - Short Duration, 4.3.2 In-House Training - Long Duration, 4.3.3 Staff Attendance at Workshops

Agency Self Assessment: MET
