#### TRAINING PROGRAM

<u>Purpose:</u> To provide guidelines and rules for employees who participate in the City and County training program.

**Policy:** The City and County of Broomfield is committed to the development of highly qualified staff and to the enhancement of job-related knowledge and skills. The objective of the training program is to provide employees access to training and development opportunities necessary to perform official duties. The highest priority will be given to those programs that (1) add value for our citizens by promoting efficiency, effectiveness and competency; and (2) develop the maximum performance of job duties.

<u>Applicability:</u> All employees, as approved by the supervisor, may attend on-site training programs. Authorization to attend off-site training may require approval from the department or division head. Authorization to attend out-of-state training requires approval from the City and County Manager. Please reference the Travel, Training and Incidental Expenses Policy.

### TRAINING CATEGORIES:

There are three categories of authorized education and training:

## 1. Mandatory Training

This category of training is required for certain positions in order to ensure compliance with federal or state laws, regulations and policies of the City and County of Broomfield. Such training is given top priority. Examples of such training are as follows:

- a. Equal Employment Opportunity
- b. Open Records Act
- c. Fair Labor Standards Act
- d. Sexual Harassment
- e. DOT Regulations for Commercial Drivers
- f. Personnel Merit System
- g. Organizational Overview
- h. Workplace Violence

# 2. Job-Essential Training

This category of training is designed to enhance essential skills and will vary by position. Examples of such training are as follows:

- a. Customer Service
- b. Conflict Resolution
- c. Active Listening
- d. Team Building
- e. Leadership
- f. Time Management
- g. Stress Management
- h. Writing Workshop
- i. Grammar Workshop
- j. Problem Solving/Decision Making
- k. Communication Skills
- 1. Computer Training
- m. Job Specific Certifications
- n. Job Specific Safety Training
- o. Dealing with Change

## 3. Management Training

Any employee in a supervisory or lead position should take the core supervisory classes over a prescribed period of time as developed by his/her supervisor. These classes cover the following topics:

- a. Overview City and County Personnel Policies and Procedures
- b. Basic Supervision/Team Building
- c. Performance Evaluations (Setting Expectations/Measuring Performance)
- d. Performance Management (Counseling and Discipline)
- e. Recruitment Interviewing and Selection
- f. Employment Law
- g. Attendance and absenteeism
- h. FMLA/ADA and Worker's Compensation
- i. Workplace Violence
- j. Workplace Respect
- k. Leadership

- 1. Conflict Resolution and Effective Communication
- m. Substance Abuse

## **ROLES AND RESPONSIBILITIES:**

An employee will work in concert with his/her supervisor to create a training development plan. It is important to identify development areas and to create a plan of action to improve skills. Once these areas are identified, the employee and supervisor will discuss next steps. These steps could include: (1) on-the-job training; (2) on-site training; or (3) off-site training. The Human Resources Department will assist the employee and supervisor in the review of the development plan to ensure all essential and mandatory training programs are included. In order for training to be considered, funds must be available in the department's budget to cover any training expenses. In view of this, employees and supervisors may need to prioritize training requests. The employee and supervisor are responsible for completing all forms including registration and purchase requisitions (some on-site training requisitions will be handled by the Human Resources Department).

## **CORE CURRICULUM PROGRAMS:**

The Human Resources Department will develop core curriculum programs for supervisors and non-supervisory employees. Employees who complete the core curriculum program will be eligible for a bonus of either \$100 or eight hour of annual leave upon completion of each core curriculum program.

## TRAINING RECORDS:

Attendance at on-site training programs will be tracked using the on-line program on the Digital Dashboard.