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**ADMINISTRATIVE MANUAL**

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**TRAINING & DEVELOPMENT**

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**PROGRAMS**

**POLICY 110**

- 1.0 PURPOSE:  
To establish a policy and procedure detailing the use and availability of training and development programs.
- 2.0 REFERENCES:  
None
- 3.0 POLICY:  
This policy establishes employee training and development programs. These programs shall provide employees with the training necessary to perform their duties effectively and with development programs that assist them in professional advancement and personal development.
- 4.0 DEFINITIONS:  
None
- 5.0 PROCEDURES:
- 5.1 The A.S.I. Administrative Office, under the direction of the Executive Director, is responsible for:
    - 5.1.1 Coordinating orientation programs for all new employees.
    - 5.1.2 Encouraging departments within the A.S.I. to fund and provide specialized training to employees that will increase their effectiveness and knowledge on the job.
    - 5.1.3 Seeking out, borrowing, renting or purchasing and making available aids such as books, audio and visual products and other publications which can be utilized in-house to provide training to employees on specific operations or personal and professional development topics. These resources are maintained in the A.S.I. Leadership Training and Development Library.
    - 5.1.4 Encouraging employees to attend professional meetings, conferences and training seminars designed to increase their awareness regarding their areas of concentration/specialization or assignment.
    - 5.1.5 Keeping abreast of new training opportunities and professional organizations and disseminating that information to the A.S.I. staff.
    - 5.1.6 Mandatory participation programs, i.e. – orientation and job-specific training, which shall be funded by the A.S.I. Administrative Office. Other types of training shall be funded from the area budget or the general operating budget and is subject to the availability of funds.

