

POLICY ON MANAGEMENT CONTINUING EDUCATION

PURPOSE

As a member of management, it is extremely important to stay motivated and informed on all the latest trainings, by doing this we will continue to be a motivated and educated management team; on the cutting edge of our professions and continue to be the best in our field.

SCOPE

All LADD Management

POLICY

It is the policy of LADD to promote a highly skilled, motivated and educated management team to lead employees in providing supports consistent with the Mission, Vision and Values.

PROCEDURE

1. Management training should be on going. Management must attend/research something of interest to them that is related in some way to their job at least two times per year.
2. Management will offer out conference opportunities throughout the organization and review any individual requests.
3. Management attendance and reports of outside training will be tracked for progress. Management is responsible to turn in certification from outside trainings to their direct Supervisor who will turn into the Human Resources Department.
4. Although there will be some training/conferences, etc. that will be optional, there will be some trainings that are required.
5. There are several ways the requirements can occur.
 - a. Attending Seminars and bring back information to share with the rest of the management team.
 - b. On-line training classes, seminars or webinars
 - c. Checking out books, CD's or DVD's from the L.A.D.D. Inc. resources at the office.
 - d. Research particular interest—on-line, books, classes, etc.
6. When a member of management sees an outside training or other opportunity that fits with our Mission, Vision, and Values, that would require either their absence from the daily routine or has a cost associated with it that they would like LADD to pay for they must present their request to their immediate Supervisor for approval.
7. The Supervisor will review each request and upon approval and completion, forward to the Human Resource Department to be entered into their training file. Approval of training, or other resources that have associated cost will be based, at least in part, by the current status of budgets and cost of the training or additional resources being requested.
8. Trainings are a benefit to Management to help us grow both professionally and personally.
9. Professional conduct that aligns with the company's Mission, Vision, and Values is expected by employees at all times. It is a privilege to go and represent LADD in a positive manner. LADD is willing to help Management grow to meet their goals in life and as well as the goals that we have for the organization.