

PERSONNEL
STAFF DEVELOPMENT

Staff Training/Development

NJSBA recognizes its responsibility to assist the employee in identifying opportunities to develop skills and abilities for enhanced performance within his/her position and to further career advancement within the Association.

The department director initiates the professional development process through consideration of an employee's job description and performance management and appraisal evaluation, particularly through the learning and development plan. Employees are encouraged to incorporate required training into their annual development plan. Through this system an assessment is made of the training and development needs of the department staff. The Human Resources Department assists in the training/development process by evaluating the recommendations of the departments as well as overall Association needs.

The department director will offer assistance to employees in achieving training objectives. However, employees are expected to assume responsibility for their own development and training, which includes participation in planned activities and taking advantage of opportunities to learn when they are offered.

- A. Department directors are encouraged to recommend any training and development which would benefit the department's staff.
- B. Department directors are encouraged to develop department-oriented staff development programs specific to the needs of the department.
- C. Human Resources will continuously evaluate departmental recommendations and overall Association needs and identify training programs as available to meet those needs.
- D. All staff development and training provided will be evaluated and reviewed to ensure that it is effective and cost efficient.

The Association's budget for staff development and training is administered by Human Resources. These funds are allocated to support the Association in the achievement of its mission and strategic plan.

The Human Resources Department is responsible for maintaining a record of employees who complete training courses.

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