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PROFESSIONAL DEVELOPMENT

Preamble

Contact Brant supports professional development for staff, including costs for approved professional development opportunities, to further their knowledge and skills in areas related to their work. This also supports the continued excellence of our organization.

Policy

An employee is responsible for their own professional growth and should take the primary responsibility for managing their skills and development needs. Contact Brant supports professional development for employees to update and enhance their skills and knowledge necessary to make a continuing contribution to their work.

Procedure

1. An employee is responsible for their own professional growth and should take the primary responsibility for managing their careers by:

   - Reviewing their current skill sets, training and development needs for maintaining current knowledge and meeting the needs for their career, determining logical and appropriate avenues for training and development, and requesting training and development as needed.
   - Suggest possible training and development opportunities as appropriate.

2. An employee must receive prior approval from their supervisor to participate in professional and educational learning.

3. Contact Brant will provide in-service programs related to the requirements of the agency. Available in-service programs will be provided to employees to attend during their regular working hours wherever possible.

4. Contact Brant may purchase resource materials in support of professional development. Where Contact Brant has purchased resource materials, these materials are the property of Contact Brant.

5. Where management has approved or requires an employee to attend an educational session, Contact Brant will pay part or all of any applicable fees to attend.

   a. For professional development that includes staying overnight at a conference/event, employees will only count 7.5 hours in a workday.