

# Training Procedures for University Employees

## Roles and Responsibilities

Human Resources will:

- Conduct an annual survey to determine training requirements across the university no later than September 30<sup>th</sup> of each fiscal year. **(Directors will receive the annual survey beginning September 6, 2017).**
- Maintain a list of university required training as provided by departments.
- Assist departments in the development of any required training to include identifying appropriate training format and/or identifying external training resources applicable to the training.
- Provide departments a template for creating online training modules and a list of guidelines relating to training development and launching trainings on the learning management system.
- Coordinate an annual review of the content in required trainings with the applicable departments no later than November 30<sup>th</sup> of each fiscal year to ensure that trainings are updated according to applicable statutes and/or policies.
- Enroll employees, including newly hired employees, into required training classes.
- Notify employees of required trainings on a continuous basis according to the training's completion requirements.
- Provide reports to university departments, vice presidents and the president listing employees that are past due in completing required training.
- Coordinate professional development activities across campus to include both online classes and classroom training. Coordination shall include, reviewing training content, adding training to calendar, communicating the availability of professional development opportunities university employees and identifying locations for holding trainings.
- Distribute training evaluations to a sample group of participants on a quarterly basis.
- Provide assistance to university employees experiencing technical difficulty in accessing or completing online trainings.

Departments will:

- Complete annual survey identifying employees' training needs including compliance (required) training. Survey will be available beginning September 6, 2017 and must be completed no later than September 30, 2017. The survey can be found by selecting "Department Head Menu" on the Employee tab in Self-Service Banner (SSB).
- Inform human resources of any additional training needs as they occur.
- Work with human resources to develop training classes/modules including training content and delivery.
- Require new employees to complete required training within 30 days of hire.
- Ensure that assigned staff are held accountable for completing required training.
- Review training activities with staff during performance evaluations.

Employees will:

- Complete all required trainings within established timelines.
- Attend professional development activities for which they are registered.
- Evaluate completed training classes.