

## **Number 15.0 - TRAINING AND CAREER DEVELOPMENT OPPORTUNITIES**

**Effective Date:** March 1, 1996

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**Applicable To:** All classified employees of the Executive Branch with the State of Vermont.

**Issued By:** Department of Personnel

**Approved By:** William H. Sorrell, Secretary of Administration

### **PURPOSE AND POLICY STATEMENT**

As knowledge and skill requirements in all areas of employment are constantly changing and expanding, it is important for the State of Vermont to develop and support comprehensive training programs for its employees to provide them with the opportunity for career training and development, in order that services rendered to the State will be more efficient and effective.

The Training Article of the current Agreements between the State of Vermont and the Vermont State Employees' Association, Inc. (VSEA) provide for non-management and supervisory training programs, to include courses, conferences, and seminars for State employees, as outlined below. The contract must be adhered to when implementing this policy.

### **GENERAL GUIDELINES**

Many agencies and departments conduct training courses that cover a variety of topics and purposes. Subject to agency and department budget limitations, intra-agency training programs may be administered and controlled by regulations established within the agency or department.

Upon approval from the appointing authority, or designee, agency/department employees may attend training programs outside of State government if the program is related to agency functions and agency funding is available for training costs.

Employees with recall rights under the Reduction In Force Article of the current Agreements between the State and the VSEA may register to participate in Vermont Learning Center training programs without charge to the employees.

### **DEPARTMENT OF PERSONNEL SPONSORED TRAINING**

**Management Training:** The State of Vermont through the Department of Personnel offers the Vermont Certified Public Manager program (VCPM). VCPM is a training program that includes core courses on management skills, organizational development, and specifics on working within the State Government system. Participants take seminars, create individualized development plans, implement application projects, and provide consultation services to other State managers. VCPM is designed for current managers and individuals who may be moving into management positions in the future. Enrollment requires the approval of the employee's supervisor. Registration forms for VCPM can be found in the *Vermont Learning Center Course Catalog*.

**Supervisory Training:** This is a series of core seminars and workshops for supervisors which covers the principles of supervision, performance management, and supervising within the State-VSEA contract. Current supervisors and employees who aspire to supervisory positions are welcome. Enrollment requires the approval of the employee's supervisor. Registration forms for Supervisory Training can be found in the *Vermont Learning Center Course Catalog*.

**Support Staff Training:** The Vermont Professional Office Workers program (POW) is a training program for office support staff which is designed to increase an individual's personal and professional development. Enrollment requires the approval of the employee's supervisor. Registration forms for POW Training can be found in the *Vermont Learning Center Course Catalog*.

**Other Services:** In addition to the core courses listed above, the Vermont Learning Center provides the following services:

- Open enrollment Classes
- Organizational Consulting
- Total Quality Management Implementation
- Career Development

For more information on any of these services, contact the Vermont Learning Center at 241-1114.