



POLICY STATEMENT

Policy Statement 410.5

Policy Area: Training

Effective Date: **SEP 27 2005**

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Career Development Program

I. COVERAGE

This Policy Statement applies to all permanent employees of the Court Services and Offender Supervision Agency (CSOSA or Agency). All employees will have equal access to career developmental activities without regard to age, race, color, religion, national origin, disability or gender.

II. BACKGROUND

CSOSA's Career Development Program is an ongoing process designed to align employee's individual career goals with the organization's goals. The purpose of the Career Development Program is to provide employees with skill development opportunities to enhance their performance in their current positions and prepare them for higher-level positions within the Agency.

The Career Development Program is managed within the Training and Career Development Center and is an on-going process that supports and assists employees in exploring career opportunities at CSOSA. The Career Development Program is open to all employees and offers a full range of career services, programs and resources (see Appendix A). It is the employee's responsibility to initiate the process of individual career development.

The objectives of CSOSA's Career Development Program are to:

- Strategically link the career goals of each employee with the work force competencies required by CSOSA's mission and vision.
- Provide a structured environment for employees to explore opportunities for career development.
- Develop highly qualified employees who are prepared for advancement to higher-level positions providing management with the option of promoting from within when vacancies occur.

The Career Development Program is designed to assist employees in developing and/or enhancing their skills in order to lead to productive and meaningful work lives. Our organizational success is contingent upon maintaining a staff of competent employees who are motivated and challenged. CSOSA believes that employees who succeed in the following six competencies will not only be motivated today but will remain motivated to meet the challenges of tomorrow. Each employee will have an opportunity to use the seven components of the Career Development Program to develop or enhance any of the competencies listed below.

Judgment

- Analyze Issues
- Use Sound Judgment
- Think Strategically

Planning and Execution

- Establish Plans
- Manage and Improve Processes
- Drive Execution
- Manage Change

Leadership

- Foster Collaboration
- Engage and Inspire People
- Coach and Develop People
- Build Talent
- Influence Others

Interpersonal

- Leverage Individual and Cultural Diversity
- Manage Conflict
- Build Relationships

Communication

- Write Effectively
- Listen to Others
- Speak with Impact
- Foster Open Communication

Self Management

- Inspire Trust
- Demonstrate Adaptability
- Practice Self Development

III. POLICY

It is the policy of the Court Services and Offender Supervision Agency to provide career development opportunities to all employees within the constraints of budget and workload. The seven components of the Career Development Program include:

- Career Development Workshops
- Career Information Library
- Individual Development Planning
- Internal/External Training Program
- Mentoring/Coaching Program
- New Employee Orientation Program
- Tuition Reimbursement Program

IV. AUTHORITIES, SUPERSEDESURES, REFERENCES, AND ATTACHMENTS

A. Authorities.

5 U.S.C. § 4103, Establishment of Training Programs

Executive Order 11348, Providing for the Further Training of Government Employees

5 C.F.R. § 410.204, Options for developing employees

B. Supersedures.

Human Resources Directive 410.5 (January 16, 2001)

C. Procedural References.

Policy Statement 410.1, Tuition Reimbursement Program

Human Resources Directive 410.7, External Training and Conferences for CSOSA Employees

D. Attachments.

Appendix A. Career Services, Programs and Resource Descriptions

APPENDIX A

CAREER SERVICES, PROGRAMS AND RESOURCE DESCRIPTION

- A. **Career Development Workshops** are held on a regular basis to include a variety of training and career planning topics. The workshops are advertised to employees electronically and through the semi-annual course catalog.
- B. **Career Information Library** is available on a walk-in basis during normal work hours. Training Center staff is available to help employees locate resources and borrow selected materials. The library has a database to track and log all available resources in the Training and Career Development Center. Employees can borrow any available resources for up to 2 weeks of the original checkout date. Career Information Library services include: reference publications; audio-visual aids; skill, style, and personality assessments as well as other materials related to career choices.
- C. The **Individual Development Planning** process will be used to record employee's training and development goals. This program will be available to all CSOSA employees to assist in the design and documentation of their career development plan. Employees and their immediate supervisors will develop the plan and submit it to the Training and Career Development Center. A Human Resources Specialist will review the plan and help the employee start the implementation process. Employees and their supervisors should remember to design plans that will allow the employee to enhance current strengths as well as to develop areas where developmental needs have been identified.
- D. The Career Development Program will offer a full range of **Internal and External Training** to all CSOSA employees. The internal training will be advertised to all CSOSA employees electronically and through TCDC semi-annual catalog of training. The Director of Training and Career Development will review, approve and track each external training request to ensure compliance with training policy. Employees are required to submit a SF-182 form to attend all external training. The employee is responsible for registering for the training and for submitting the training request through supervisory channels for review and approval. Upon completion of the internal/external training, certification of completion will be documented by the TCDC.
- E. **Mentoring and Coaching Programs** are designed to assist employees in reaching their potential by reviewing their current and future competency requirements and tailoring mentoring and coaching programs to meet their individual needs. The Mentoring Program will assist employees in developing new skills so they are prepared to make greater contributions to the Agency. The Coaching Program will concentrate on developing the knowledge and skills necessary for employees to effectively perform their jobs. All requests for mentoring or coaching will be submitted to the Director of Training and Career Development. The Training and Career Development staff will assess employees' needs and the employee will be assigned a mentor or coach who can best meet their needs.

- F. Employees attend the **New Employee Orientation** class within three months of their hire date. The program is a three-day seminar conducted quarterly (January, April, July, and October) depending on the number of employees needing the training. The goal of the program is to introduce employees to the mission and goals of CSOSA as well as to educate employees on the standard practices, policies and procedures of the Agency.

- G. The **Tuition Reimbursement Program** is a self-initiated program that assists CSOSA employees in pursuing academic advancement. Employees must submit their request in accordance with the Tuition Reimbursement Program guidelines. The employee's supervisor must ensure that the courses requested are related to the competencies identified for the employee's current position or to the mission of the agency. Funding is available, on a limited, case-by-case basis, and will be used to reimburse staff members who successfully complete the requirements as outlined in the Tuition Reimbursement Program Policy (see Policy Statement 410.1).