

# *HR Instructions Manual*

## CLASSIFIED STAFF DEVELOPMENT PROGRAM

### INTRODUCTION

Classified employees constitute an integral part of the San Diego Community College District and a significant portion of the total college system staff. High levels of accomplishment by persons in classified positions are essential to the efficient and economical operation of the District.

The rapidly increasing responsibilities of operating and administering our college district has made it imperative for each employee to perform quality service. The need for professional growth activities has long been recognized.

The District's Staff Development Program should be viewed and conceptualized as a dynamic on-going process, and not a one-time program. The Staff Development Program is the sum of all activities designed for the purpose of improving and renewing skills, knowledge, and abilities of employees.

The District's Classified Staff Development Program is designed to achieve the following objectives for its employees.

1. Improve performance and increase productivity.
2. Provide the opportunity for personal growth and career development from within the District.
3. Assist employees in identifying their potential and cultivating their desire to improve their level of personal growth and professionalism.

Any program's success depends largely on the effort put into it. Classified employees are urged to consider ways to improve the program by passing on to their Staff Development representative any ideas which they feel could be developed to the benefit of District employees. A listing of the Staff Development members representing each organization unit in the District is included at the end of this information circular.

### ABOUT THE PROGRAM

Training needs are identified as individual, group, immediate future, formal, and informal training. Offerings must be presented in a variety of formats to meet the diversified, expressed, and anticipated needs of the District and its employees. Flexible scheduling will be utilized to meet these needs. The various Staff Development opportunities offered by the program and a brief description of each follows.

1. In-service Training

In-service Training Programs will directly relate to District policy and procedures or other identifiable areas to meet District operational needs. Employees attending these programs will be given release time as subject area relates directly to District policy and procedure.

2. Skills Attainment Programs

Skills Attainment Programs are developed and presented in one, two, or three day seminars. The focus will be on skills development and job-related interpersonal skills offered on District time.

3. Personal Growth and Staff Development Classes

Personal Growth and Staff Development Classes are developed and offered to meet specific and collective needs of individual employees. These programs are established in modular components or skills groups. Employees may choose to enroll in one or more components depending on his/her need. Each component will have a designated credit. Some of the components will provide credit which will be applicable toward an Associate in Arts degree where others will not. However, all credits may be utilized for accrual toward the Educational Incentive Program.

[Return to Top of Page](#)



[Return to HRIM Table of Contents](#)