

CLASSIFIED MANAGEMENT TRAINING AND DEVELOPMENT PROGRAM

The goal of a training and development program is to improve student learning by improving organizational functioning. One important way to improve organizational functioning is to improve the quality of performance by managers. The quality of performance by managers is directly related to the quality of the managers' knowledge, skills, attitudes and personal characteristics required for effective and efficient management. A comprehensive training and developmental program can help managers improve their knowledge, skills and attitudes, thereby enabling them to improve their performance or behavior.

A developmental plan can be created for individual managers, management groups or campus/ District Office as a whole in order to assess training as it relates to developmental needs. A plan is created and implemented to address those needs and reviewed regularly to assess progress on action items included in the plan. Individual management plans should be jointly developed between the individual manager and his or her supervisor. Progress towards meeting the objectives should be used as the partial basis for evaluating the manager in the subsequent year. Developmental plan formats can be obtained through the District Human Resources Department. Plans should include the following:

- a. Measurable objectives
- b. Activities that will meet the objectives
- c. Timeline for each objective to be met
- d. Person or persons responsible for assisting to achieve each of the activities

The plan for the management group can be developed by the same group. It should identify any group training or development activities, whether those activities take place on or off-site. It should take into account the needs identified by the college community as weaknesses in organizational functioning, as well as those common needs by the management group.