

PROFESSIONAL DEVELOPMENT AND TRAINING POLICY

Policy Category	Corporate Services
Policy Search Name	<i>C – Professional Development and Training Policy</i>
*Anishinabek Standard	
<i>Place of Learning</i>	<i>D. High level of involvement of professional staff who are of the same cultural background as the students with whom they are working.</i>
<i>Educators</i>	N/A
<i>Students</i>	N/A
<i>Curriculum</i>	N/A
Approval Date & Board Motion Number	12/6/2022 Motion#104-2022
Effective Date	12/6/2022
Previous Versions	Date initially approved: 3/8/2000 Date of last revision: 10/27/2022

*These are organizationally adapted standards from the World Indigenous Nations Higher Education Consortium (WINHEC) and the Alaska Comprehensive Centre/Alaska Native Education approved by the Kenjgewin Teg Board of Directors, 2015.

1.0 Background and Purpose

1.1 This policy has been adopted by Kenjgewin Teg to enhance professional and program development opportunities for staff by supporting participation in professional conferences, and educational activities relevant to post-secondary, continuing education, and program development practice and by encouraging the sharing of knowledge gained through participation in professional development activities.

2.0 Definitions

“professional development”	is learning to earn or maintain professional credentials such as academic degrees to formal coursework, attending conferences, and informal learning opportunities situated in practice. It has been described as intensive and collaborative, ideally incorporating an evaluative stage. There is a variety of approaches to professional development, including consultation, coaching, communities of practice, lesson study, mentoring, reflective supervision and technical assistance
“training”	Training means the process of increasing the knowledge and skills of an employee for doing a particular job. It seeks to improve the job performance and work behaviour of those trained.

“staff development” Staff development refers to practices used to develop the knowledge, skills, and competencies of staff to improve the effectiveness and efficiency both of the individual and the organization.

3.0 Application

3.1 This policy applies to all staff members of Kenjgewin Teg.

3.2 The general types of professional development activity that this policy is intended to support include the following: Professional conferences and special events relevant to program development practice within the context of continuing education.

4.0 Policy

Policy Objective

4.1 To support Kenjgewin Teg staff enhance professional and personal learning growth and increased skill development and/or awareness of the education and training sector.

4.2 Kenjgewin Teg is committed to creating a work environment that promotes lifelong learning and a space for employees to enhance working relationships.

Principles

4.2 As part of the annual budgeting process, a reasonable expenditure, given the policy objectives and the financial position of the operation, will be committed to support the two types of professional development activity previously identified.

4.3 Support related to conference attendance and participation in educational programs will be provided for the following types of expenditures: registration and tuition fees, reasonable transportation and accommodation costs, and a per diem as per an approved budget.

4.4 In general, preference will be given to applicants who:

- have not received professional development support within the budget year
- request partial funding
- demonstrate the relevance of participation to their assigned duties and to specific professional/program development objectives they hope to achieve.

4.5 In general, and where applicable, two or more registrations for a given conference or educational event will be encouraged if it presents a cost-savings benefit to the organization.

4.6 Where there is sufficient interest in a particular topic, the development of in-house training programs will be considered.

4.7 Staff who receive funds under this policy are required to find ways to share their learning experiences with other staff and should, as part of their request for funds, indicate how this sharing

of information will be accomplished. Staff will be expected to advise their immediate Supervisor of when and how this was accomplished. Staff will be expected to provide material/documentation upon return to be filed in organizational file system.

4.8 Financial Support for a given application/project, or for a given staff member during the fiscal year, may be granted based on annual budgets.

4.9 Staff who receive funds are expected to attend and successfully complete the course or program.

Staff Development Sessions

4.10 Annually, the organization through the Corporate Services department will coordinate three staff development sessions for employees.

4.11 Two of the staff development sessions will be optional for employee participation while one, two-day session, will be mandatory for all employees to participate.

4.12 These staff development sessions offered three times annually will be an opportunity for formal or informal learning that will enhance employees’ understanding and/or develop a skill that supports the continuous efforts to create a work and learning environment that is professional, healthy, and respectful.

4.13 The sessions will include an opportunity for cultural or language learning as well as an opportunity for employees to participate in teambuilding and relationship building exercises.

5.0 Roles and Responsibilities

5.1 The President is responsible for the overall management and operation of Kenjgewin Teg.

5.2 The Corporate Services unit is responsible for overall implementation of this policy.

5.3 If a position referred to in this policy is vacant, the policy will not be invalidated. Instead, the President shall designate the roles and responsibilities of that role to another team member(s) and will ensure that the Kenjgewin Teg staff and community is informed of the designation(s) as appropriate.

6.0 Evaluation Date – 10/31/2024

6.1 This policy will be reviewed every two years as part of the Board of Director’s policy review cycle and schedule. The evaluation date above represents the first date upon which this policy becomes eligible for review.

<p>Related Legislation, Policies, Procedures, Guidelines and Documents</p>	<p>Policy #2.1.7, Professional Development/Staff Training Policy Insertion, Staff Development Sessions</p>
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Policies Superseded by this Policy	<i>Kenjgewin Teg Personnel Policy, P2.1 Staffing</i>
<i>The official version of this policy is housed in the Office of the President. In case of discrepancy between an online version and the official version held, the official version shall prevail.</i>	