

AQIP Team 2

Staff Professional Development Recommendation Summary

- ◆ Training areas to address: leadership, communication skills and computer training
- ◆ Upper management needs to voice the new focus on training.
- ◆ Modify annual performance reviews to address training issues and goals. Staff members can identify training desires as well as be informed of training opportunities.
- ◆ Educate new staff members right away about in house training programs, tuition waivers for relevant classes, and Evangel's new policy of actively looking for relevant training seminars.
- ◆ Use faculty to create relevant seminars in the areas of leadership and communication (faculty members running the seminars can be compensated for their efforts, for example, the seminars can fulfill committee requirements).
- ◆ Create a two-member committee to create and maintain leadership and communication seminars. The team members should be aware of training issues in general as well as Evangel's training issues. The committee would consist of one staff member and one faculty member.
- ◆ Make leadership training mandatory for staff who are currently in supervisory roles.
- ◆ Use the Information Technologies department to host intermediate and basic training seminars for Outlook, Excel, Word, CAMS and the Faculty Portal.
- ◆ Select qualified trainers who can create effective training sessions. Trainers not only need to teach effectively and be knowledgeable in their field, but they also need to be aware of issues related to training adults.
- ◆ Implement feedback forms for all training.
- ◆ Expand the tuition discounts for staff where staff can take classes free of charge if they are deemed job related.
- ◆ Make use of job related conferences — departments should set aside training budgets