

# Big Bend Community Based Care Policy & Procedure

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**Series:** 1200: Training and Supervision

**Policy Name:** Personnel Development and Training

**Policy Number:** 1200

**Origination Date:** 2/1/2009

**Revised:** Board Meeting of 12/13/2018

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## Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to support staff through a comprehensive training and development program which provides personnel with the information necessary to competently provide services.

## Procedure

- A. BBCBC will implement a training and development program that enhances the knowledge, skills and abilities of personnel and prepares personnel to assume their responsibilities.
- B. All BBCBC staff will participate in ongoing trainings as deemed necessary by BBCBC for employees' specific job duties to:
  - 1. Promote cooperation among personnel;
  - 2. Include an educational and training program that provide opportunities for learning and skill enhancement;
  - 3. Encourage creativity and innovation in program development and service delivery;
  - 4. Promote awareness of, and sensitivity to, cultural backgrounds and needs; and
  - 5. Reward and acknowledge the contributions of personnel.
- C. The BBCBC personnel training and development program:
  - 1. Is reviewed annually and revised in accord with an assessment of the organization's training needs;
  - 2. Outlines specific expectations regarding training required of personnel in different positions and categories;
  - 3. Provides the opportunity for personnel to fulfill the continuing education requirements of their respective professions, and provides opportunities to support advancement within the organization and profession.