

PATHWAYS ABILITIES SOCIETY

PROCEDURE: PROFESSIONAL DEVELOPMENT

Applies to: All Personnel and Volunteers

Original Effective Date: March 22, 2004

Effective Date: December 5, 2022

Replaces Procedure Dated: March 29, 2021

Required Attendance

1. Employees or volunteers are notified by the supervisor, manager or executive director to attend the professional development activity.
2. The supervisor or manager completes a Professional Development Request form on ShareVision and notifies the executive director.
3. The executive director or designate processes the request and notifies the supervisor or manager that the request has been processed.
4. The supervisor or manager:
 - Notifies the employee or volunteer and submits the registration form to administration with a cheque request form or requests the executive director pay for the course using a society credit card.
 - Ensures and schedules appropriate staff coverage occurs.
5. Upon completion of participation, the employee or volunteer completes the following sections of the Professional Development Request form: Course or Workshop Instructor, What did you learn?, Would you recommend this training? Briefly explain why/why not. They notify the supervisor or manager the form has been updated and gives the course certificate (if applicable) to the immediate supervisor.
6. The supervisor or manager notifies the executive director via email that the Professional Development Request form in ShareVision has been completed and gives the course certificate to them for filing.
7. The executive director verifies that the Professional Development Request form in ShareVision has been completed, changes the status to "Complete" and gives the certificate if applicable to the People and Culture for filing.

Requests to Attend External

1. The employee or volunteer:
 - Completes a Professional Development Request form on ShareVision and notifies the supervisor or manager that it has been completed.
 - Completes the related course or conference registration form and submits it to their supervisor or manager.
2. The supervisor or manager completes their portion of the ShareVision form and notifies the executive director or designate.

3. The executive director completes their portion of the ShareVision form and notifies the supervisor that it has been completed.

4. The supervisor or manager:

- Notifies the employee or volunteer that their request has been processed, the results, and if approved, submits the registration form to administration with a cheque request form or requests the executive director pay for the course using a society credit card.
- If the request has not been approved, changes the status of the Professional Development Request form to complete (steps 5 to 7 do not apply).
- Ensures and schedules appropriate coverage occurs.

5. Upon completion of participation, the employee or volunteer completes the following sections of the Professional Development Request form: Course or Workshop Instructor, What did you learn?, Would you recommend this training? Briefly explain why/why not. They notify the supervisor or manager the form has been updated and gives the course certificate (if applicable) to the immediate supervisor.

6. The supervisor or manager notifies the executive director via email that the Professional Development Request form in ShareVision has been completed and gives the course certificate to them.

7. The executive director verifies that the Professional Development Request form in ShareVision has been completed, changes the status to "Complete" and gives the certificate, if applicable, to the People and Culture for filing.

In-House or On-line Sporadic Training

1. The employee, volunteer or the employee requiring the person complete the training:

- Completes a Staff Training Sign-up (monthly) form on ShareVision.
- Notifies the immediate supervisor or manager the form has been completed.

2. The supervisor or manager:

- Processes the employees request and notifies the employee of the results.
- Ensures if the staff requires coverage, that coverage is available.

3. Upon completion of participation, the employee or volunteer:

- Completes the following sections of the Staff Training Sign-up (monthly): Describe the value of the training, What did you learn?, Would you recommend this training?, Did you receive a certificate and Length of training in hours?.
- Notifies the supervisor or manager the form has been updated and gives the course certificate (if applicable) to the immediate supervisor.

4. The supervisor or manager notifies the executive director via email that the form in ShareVision has been completed and gives the course certificate to them for filing.

5. The executive director verifies that the Staff Training Sign-up (monthly) ShareVision has been completed and gives the certificate, if applicable, to the People and Culture for filing.