

<b>Atikokan Literacy Incorporated</b> <b>ADULT LEARNING CENTRE</b> <b>Human Resource</b> <b>Policy/Procedure</b>
<b>Staff Professional Development</b>
APPROVED BY: Atikokan Literacy Incorporated Board of Directors
DATE: March 26, 2015 (R)
DISTRIBUTION:        Employees

**Policy:**

The Executive Director will ensure that training and professional development opportunities are available to all staff on an ongoing basis.

**Procedures:**

1. The Executive Director is responsible for informing the ALI Board and staff about upcoming training opportunities and will address training needs at regular staff meetings.
2. Staff shall be surveyed regarding training opportunities they have attended. Information will assist in the evaluation process of future staff training.
3. It is the responsibility of the Executive Director to track all training received by staff and to ensure it is retained in the employee's personnel file.