

TRAINING AND DEVELOPMENT

Training and development activities are open to all Langston University employees. Workshops, seminars and other developmental activities designed to improve the administration of university functions are offered through Human Resources. The university is committed to staff development and training for its employees. Departments are encouraged to promote the development and training of their staff. Time off during working hours may be given. Permission to enroll in and attend staff development training opportunities during normal working hours must be obtained through regular supervisory channels. While the university reserves the right of scheduling staff development training time to meet university service requirements, it also expects each supervisor to make sure that each person under his/her supervision is allowed to participate in university-sponsored staff development opportunities. No employee should have to make up time spent attending these programs.

The official University Professional Development Program is the “PASSPORT” Program. “PASSPORT” is designed to afford each employee the opportunity to attend seminars and workshops that will assist them in developing and/or improving their job performance skills. This program will provide performance skills training and career development to employees, utilizing both internal and external resources, including providing expertise in assessing education, training, and development needs and identification of high-potential employees.

“PASSPORT” will help employees gain basic and advanced information related to their jobs and become more productive. Participants will gain knowledge that will assist in reducing uncertainties and help develop a positive attitude by boosting job satisfaction. Employees’ skills will be increased thereby enabling them to better meet the University’s goals.

Employees are required to obtain at least 250 workshop/seminar points per calendar year. Employee “PASSPORT” documents must be submitted to the employee’s immediate supervisor no later than the last working day of the calendar year. The employee’s “PASSPORT” must be attached to the “Employee Performance Appraisal” documents in order for said documents to be completed. Incomplete documents will be returned to the Vice President.

Employee “PASSPORT” documents will only be authorized by a representative from the Office of Human Resources at the end of the workshops/seminars.