

**[Insert name of Organization]**  
**Training and Professional Development Policy**

**OPERATIONAL POLICY:** Training and Professional Development

**POLICY NUMBER:**

**ORIGINAL DATE OF ISSUE:**

**DATE OF LAST REVISION:**

**SCOPE:** To provide professional development and training opportunities to ensure high quality interactions with all children, families and the community.

**APPLIES TO:** All Employees

**Policy Statement**

*[name of organization]* is committed to supporting access to learning, development and training opportunities for individuals to develop skills to reach their highest potential in their role to support their interactions with children, families, clients and community members. Learning and growth is the basis of high-quality programs to continuously improve and create contexts that are meaningful for the children and families they serve.

**Procedures Orientation**

All staff members will be provided with an orientation session to *[name of organization]* and the specific program they will work in. All staff members will follow the orientation schedule checklist and complete a review of all relevant program policies and procedures prior to working with children in the programs.

The Orientation Checklist outlines for the *[name of organization]* staff and Manager/Direct Supervisor to general expected orientation requirements and communication follow ups throughout the first six months to support the integration of *[name of organization]* staff into *[name of organization]*. *[name of organization]* will support further training and coaching as appropriate. All *[name of organization]* staff will be on a **six (6) month probationary period** with *[name of organization]*.

**Continuous Learning**

Managers/and Direct Supervisors will support an environment of collaborative inquiry where employees will be provided with time to engage with others in critical reflection as a means to question theory and practice, discuss ideas, and share learning.

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A continuous learning working environment will provide on-going development through discussion and review of the most current research and tools. *[name of organization]* will use *[name of appropriate Provincial/Territorial Framework and/or Pedagogical Document]* to support Educators and early learning staff.

*[name of organization]* provides resources and tools for internal training, workshops, seminars, coaching and mentoring to support growth and development. *[name of organization]* encourages attendance at many different professional development opportunities such as community workshops, seminars, webinars, etc.

### **Staff Performance Review Program**

Managers/Direct Supervisors will engage in *[insert specified form of evaluation]* Performance Meetings to:

- 1) support communicating performance goals,
- 2) share performance information on a regular basis,
- 3) foster learning and development, and
- 4) explore career opportunities.

This program ensures the development and regular review of annual work objectives and training plans that focus on the unique needs of the individual and the specific position requirements to ensure each staff is supported and enabled to reach their highest potential.