

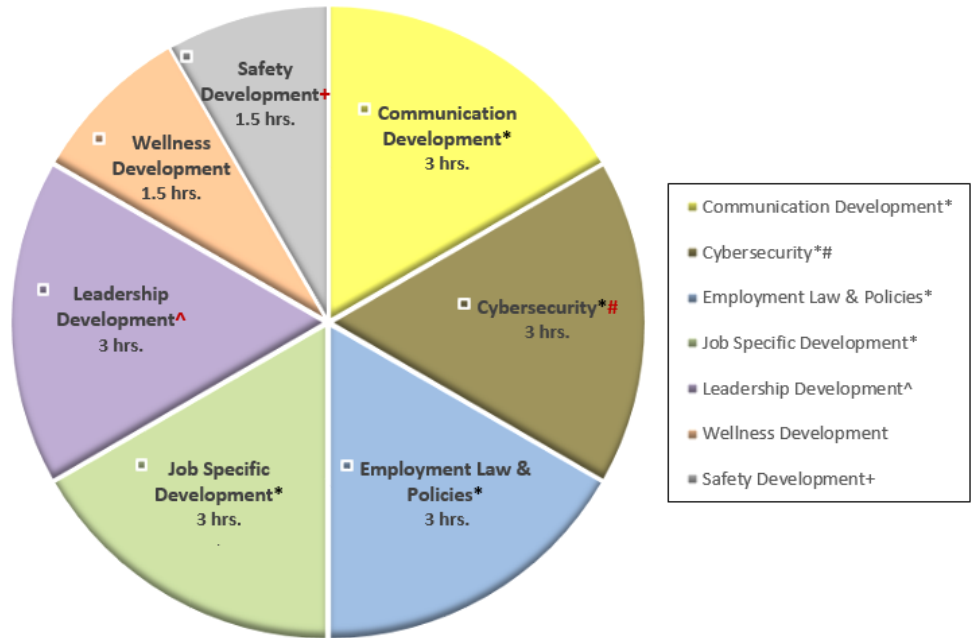
# Training & Talent Development Program

- I. **REPORTING:** All users will be assigned an annual **Learning/Performance Review Certification**. This certification, which tracks required and acquired training hours, covers training completed for a specified timeframe and will be used for Performance Reviews. A **Learning Certification Report** will be compiled at the end of each year, and users who do not complete their annual certification will receive a “Does Not Meet” rating on their performance review training factor.
- II. **REQUIREMENTS:** At a minimum, all employees (excluding civil service personnel) will complete the required number of hours per category each year. This will include at least one “**Live Class**” listed under the **Live Events Calendar** (excluding webinars). Separate consideration has been given to those employees who have limited computer access, and their accommodated hours are noted below. Supervisors/Managers will provide guidance throughout the year and may assign specific training to their departments.

### III. CATEGORIES:

#### TOTAL HOURS:

Part-Time Regular/No Cybersecurity	6 hrs.
Part-Time Regular/With Cybersecurity	9 hrs.
Limited Access/No Cybersecurity	9 hrs.
Limited Access/With Cybersecurity	12 hrs.
Full-Time Regular/No Cybersecurity	12 hrs.
Full-Time Regular/With Cybersecurity	15 hrs.
Supervisors/Managers	18 hrs.



\*Employees with Limited Computer Access: 2 hrs.

### IV. DEFINITIONS:

- Communication Development:** Training that increases your skills in relating to and communicating with others (Conflict Resolution, Generational Differences, Communication, etc.) as well as Organizational Communication/Collaboration (Interdepartmental Presentations & Job Shadowing)
- Cybersecurity#:** Training that focuses on the protection of computer systems from theft and damage to their hardware, software or information, social engineering, as well as from disruption or misdirection of the services they provide.  
\*Only Employees with Network Access.
- Employment Law & Policies:** Training which relates to employment laws (FMLA, FLSA, Sexual Harassment, etc.) and City of Bryan Personnel Policies (Discipline, Performance, Standards of Conduct, etc.)
- Job Specific Development:** Training that pertains to an employee’s specific position only.
- Leadership Development^:** Training that develops leadership and management skills (Influencing Others, Motivation, Discipline, etc.)  
\*Only Supervisors/Managers or Employees Authorized by Manager & HR.
- Safety+:** Training which focuses on workplace safety concerns and issues (Hazard Materials, Accident Prevention, Defensive Driving, CPR)  
\*Additional training may be required, depending upon departmental policies.
- Wellness:** Training which encompasses Wellness topics (Healthcare, Fitness, Nutrition, Anger Management, etc.) as well as individual and personal concerns (Anger Management, Sleep Deprivation, Grief & Loss, Elder Care, Financial, etc.)

- V. **SOURCES:** Training sessions need to be approved by the employee’s supervisor/manager before completion. Both online courses and “Live” classes will be accepted as well as other training sources. Half of the required hours may come from sessions outside the City of Bryan (i.e. professional associations, seminars, etc.).

Online Courses	Video Series	Independent Learning (Employee Selection)
“Live” Classes	Departmental Meetings	Assigned Learning (Manager or Human Resources)
Webinars	COB Interdepartmental Presentations	Daily Meetings / “Toolbox” Meetings (10-15 minutes)
Job Shadowing	Roundtable - Information & Discussion	Professional “User Group” Educational Meetings

VI. **TOPICS:** The topics listed below are required every **two years** and count toward the annual hours of training. **Human Resources** will **assign** these topics via an annual Learning/Performance Review Certification.

"2 YEAR" TOPICS	REQUIRED
<b>City of Bryan Personnel Policies</b> (Employment Law & Policies)	Everyone
<b>Customer Service</b> (Communication)	Everyone
<b>Ethics</b> (Employment Law & Policies)	Everyone
<b>Sexual Harassment</b> (Employment Law & Policies)	Everyone
<b>Workplace Violence / Bullying</b> (Employment Law & Policies)	Everyone
<b>Discrimination</b> (Employment Law & Policies)	Team Leaders, Supervisors, Managers
<b>Diversity</b> (Employment Law & Policies)	Team Leaders, Supervisors, Managers
<b>FLSA</b> (Employment Law & Policies)	Team Leaders, Supervisors, Managers
<b>FMLA</b> (Employment Law & Policies)	Team Leaders, Supervisors, Managers
<b>Performance Management</b> (Leadership)	Team Leaders, Supervisors, Managers
<b>Talent Acquisition</b> (Leadership)	Team Leaders, Supervisors, Managers

VII. **CANCELLATIONS:** The deadline to unregister for a "Live" class is one week **before** a scheduled event; however, a "replacement" may be sent from any department to attend in your place. If no replacement is found, an employee may use an "Exception Pass" (one per year). Beyond that, the employee's department will be charged-back a proportionate cost of the session (\$100 minimum).

VIII. **CLASS CALENDAR:** The **Onsite Calendar** (*Live Classes*) is available on the [HR Training & Talent Development](#) webpage.

This program was designed to promote and provide educational development and training to all City of Bryan employees which is strategic, measureable, and effective; thereby, improving and transforming quality and performance to meet the needs of citizens now and into the future.

Future ideas and suggestions are always welcome. If you have questions or need additional information, please contact your department's **Training Liaison Committee** member or **Teresa McGinnis**, HR Generalist, at **209-5063**.

*Any training that does not include the emotions, mind and body is incomplete;  
Knowledge fades without feeling.*

**Talent Development**



*Tell me and I may remember, teach me and I may forget, involve me and I will learn. - Benjamin Franklin*