



Staff Professional Development & Training

Policy No.: CS-HR-4	Council Resolution No.: 241/2024
Department: Corporate Services	Authority: Council
Effective Date: January 9, 2012	Revision Date: July 15, 2024
Review Date: July 2027	Repealed Date:
Supersedes: Further Education – Financial Assistance Program Policy 92M01/28/02	
Related Procedure No.: CS-HR-4	
Related Procedure Name: Staff Professional Development & Training	

1.0 PURPOSE

- 1.1 The Staff Professional Development & Training Policy develops the values of the Town of Taber by creating an organizational culture that enhances diversity, innovation, excellence, and integrity through a mechanism that promotes knowledge, skills, and abilities of staff in their current and future roles within the organization.

2.0 POLICY STATEMENT

- 2.1 Staff professional development & training must optimize the quality of working life and to achieve excellence by:
- 2.1.1 Enhancing the recruitment and retention of high-quality staff
 - 2.1.2 Providing support for career advancement
 - 2.1.3 Maintaining and increasing job satisfaction
 - 2.1.4 Developing the ability of staff to initiate and respond constructively to change
 - 2.1.5 Maintaining and improving organizational effectiveness and efficiency
- 2.2 Staff professional development & training must recognize that individual staff needs and organizational needs should be linked to the overall strategic objectives of the department and the Town of Taber.
- 2.3 All requests made for staff professional development & training must fall within the approved budget of the department as established by Council.



- 2.4 Staff professional development & training that is required for the position or classification must be offered on an equitable basis, based on the operational requirements of the department.
- 2.5 All staff professional development & training must be approved by the department manager and documentation justifying the individual staff members' professional development & training must be forwarded to Human Resources to maintain staff records.
- 2.6 All staff professional development & training for protective services shall be maintained at the department manager level.
- 2.7 All staff professional development & training outside of the province, but within North America must be approved by the CAO.
- 2.8 All staff professional development & training outside of North America must be approved by Council.
- 2.9 Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

3.0 DEFINITIONS

3.1 Training

3.1.1 Training is the acquisition of knowledge, skills, and competencies as a result of the teaching of vocational or practical skills and knowledge that relate to specific useful competencies. It forms the core of apprenticeships and provides the backbone of content at institutes of technology (also known as technical colleges or polytechnics). In addition to the basic training required for a trade, occupation or profession, observers of the labor-market recognize the need to continue training beyond initial qualifications: to maintain, upgrade and update skills throughout working life.

3.2 Professional Development

3.2.1 Professional Development refers to the skills and knowledge attained for both personal development and career advancement. Professional development encompasses all types of facilitated learning opportunities, ranging from college degrees to formal coursework, conferences and informal learning opportunities situated in practice. It has been described as intensive and collaborative, ideally incorporating an evaluation stage. There are a variety of approaches to professional development, including consultation, coaching, and communities of practice, lesson, study, mentoring, reflective supervision and technical assistance.

4.0 ADDITIONAL REFERENCES

- N/A





MAYOR

July 19, 2024
DATE



CHIEF ADMINISTRATIVE OFFICER

July 17/24
DATE

