



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE**  
6/1/98

**REVISION**  
1

**PAGE**  
D7-100.0

SUBJECT

**TRAINING**

SUB-TOPIC

**GENERAL POLICY**

Through the implementation of the State Employees Training Act of 1969, the University will provide training and educational programs, depending upon the availability of funds, that should benefit most employees. The use of various types of training programs should encourage the initiative of employees. Organized training programs will help identify those employees who are willing to exercise their initiative and prove their performance, find areas where employees are resisting change, and improve policies and procedures.

The Human Resources Office is responsible for coordinating UTD training activities and should be contacted when such programs are to be implemented. If employees have questions regarding specifics about the various programs, contact Human Resources for further information.

OBJECTIVES

The following objectives should lead to UTD gaining more efficiency, effectiveness and economy in its personnel program:

1. Develop well-trained professional and supportive staff.
2. Assist all employees in achieving their greatest potential usefulness.
3. Motivate employees and stimulate a sense of participation and involvement.
4. Insure UTD receives a fair return on its investment from training and education.

PROGRAM ELEMENTS

Program elements for the training programs include:

1. Identifying staff employees who require development to determine the exact kind of program needed.
2. Training individuals for current duties and responsibilities and developing them for future assignments as a means of improving the quality and quantity of work accomplished.



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**GENERAL POLICY, CONTINUED**

PROGRAM ELEMENTS, Continued

3. Developing supervisors to enable them to assume and execute their responsibilities for the maximum utilization of personnel, training of subordinates, and maintenance of sound employee relations.
4. Advising and assisting all employees with respect to the continuing education programs which promote usefulness.
5. Evaluating all educational and training activities to determine if they are meeting the needs of UTD.

AVAILABLE PROGRAMS

With the objectives and elements in mind, four (4) specific programs have been established:

1. College or University Degree Program
2. In-Service Training and Education Program
3. Out-of-Agency Staff Development Program
4. Internship Training Program.