

# NWF Health Network Policy & Procedure

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**Series:** 1200: Training and Supervision

**Policy Name:** Personnel Development and Training

**Policy Number:** 1200

**Origination Date:** 2/1/2009

**Revised:** Board Meeting of 04/25/2024

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## Policy

It is the policy of NWF Health Network (NWFHN), to support staff through a comprehensive training and development program which provides personnel with the information necessary to competently provide services.

## Procedure

- A. NWFHN will implement a training and development program that enhances the knowledge, skills and abilities of personnel and prepares personnel to assume their responsibilities.
- B. All NWFHN staff will participate in ongoing trainings as deemed necessary by NWFHN for employees' specific job duties to:
  1. Promote cooperation among personnel;
  2. Include an educational and training program that provide opportunities for learning and skill enhancement;
  3. Encourage creativity and innovation in program development and service delivery;
  4. Promote awareness of, and sensitivity to, cultural backgrounds and needs; and
  5. Reward and acknowledge the contributions of personnel.
- C. The NWFHN personnel training and development program:
  1. Is reviewed annually and revised in accord with an assessment of the organization's training needs;
  2. Outlines specific expectations regarding training required of personnel in different positions and categories;
  3. Provides the opportunity for personnel to fulfill the continuing education requirements of their respective professions, and provides opportunities to support advancement within the organization and profession.