

# Staff Training and Development Plan Requirements, Elements & Sample

## ***Florida Administrative Code 65H-1.1013(12)***

### ***Requirements:***

- Develop, implement, and revise annually
- For all new employees, current employees, and volunteers
- Training of each employee and volunteer shall be documented in staff member's personnel file or training record
- Minimum training must include:
  - Competency-Based Core Training
  - In-Service Training
  - Emergency Management Training

### ***Elements:***

- Training policies and procedures
- Course titles
- Descriptions
- Objectives
- Number of hours
- Names of instructors with title or position or source
- Dates or timeframes
- Training requirements for each staff position

## **Sample Plan:**

### **Section 1 – Policies & Procedures**

Center’s training policies and procedures for employees and direct-service volunteers

### **Section 2 – Elements**

Each training activity provided by the Center shall be documented using the following format (consistency):

Course Title: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Course Description: \_\_\_\_\_

Objectives: \_\_\_\_\_

Instructor & Title/Position: \_\_\_\_\_

OR

Source (webinar/on-site/off-site): \_\_\_\_\_

Employee/Volunteer Name & Title: \_\_\_\_\_

**OR**

Sign-in Sheet which contains the above elements

**AND**

Employee/Volunteer Name (printed), title and signature

## Section 3 – Position Training Requirements

### **Mandatory Training**

(Refer to Training Guide for details and completion timeframes for each training.)

All employees are required to complete the following trainings:

- Annual Universal Precautions
- Annual Emergency Management Plan/Disaster Preparedness Plan
- Annual Attestation regarding Section 504, the ADA, and CFOP 60-10, Chapter 4
- Annual Anti-Bullying and Anti-Harassment

All direct-service employees are required to complete the following trainings:

- Core Competency (within 90 days of initial employment)
- Annual 16 Hours of In-Service training (effective upon the first anniversary of employment)
- Annual Certificates of Completion for *Serving Our Customers Who are Deaf or Hard-of-Hearing*
- Annual *Support to our Customers who are Deaf or Hard-of-Hearing* Attestation Form

All direct-service volunteers are required to complete the following trainings:

- Core Competency (within 90 days of initial service)
- Annual 16 Hours of In-Service training (effective upon the first anniversary of service)
- Annual Universal Precautions
- Annual Emergency Management Plan/Disaster Preparedness Plan
- Annual Attestation regarding Section 504, the ADA, and CFOP 60-10, Chapter 4
- Annual Anti-Bullying and Anti-Harassment

All employees and direct-service volunteers who have access to the Center's data (i.e. Osnum, participant files, financial data, personnel files) are required to complete the following training:

- Annual Center-Specific Data Security