

The Right Door for Hope, Recovery and Wellness

Chapter Title	Section #	Subject #	
Human Resources	HR	540.1	
Subject Title Staff Development and Training – Tracking and Monitoring	Adopted 4/3/2019	Last Revised 12/1/23	Reviewed 10/18/22; 10/13/23; 10/11/24; 12/29/25

PROCEDURE

Application

This procedure shall apply to organizational members of The Right Door for Hope, Recovery and Wellness.

Purpose

To clarify organizational practice for monitoring and ensuring compliance of required and staff-development driven trainings.

1. Request for Training Process and Form

- 1.1. For all trainings that the organization will be paying for or that will be done on agency time, the training request process must be followed. Relias trainings and inhouse trainings performed by agency staff do not need to follow this process.
- 1.2. In order to attend a training, a staff member will need to fill out the Conference and Training Request Form, which can be found on the intranet. This is an electronic form. It is important that all fields be filled out with the most accurate information possible. This form will then go to the supervisor, or designee, for approval and then to the CEO, or designee, for final approval.
- 1.3. Once approved, the Fiscal Support Specialist will be responsible for registering for conferences, hotels and transportation for all trainings. Once completed, the staff member attending the training will be sent all necessary information and confirmations.
- 1.4. In the event that someone is unable to attend a conference/training which they were already registered for, it is pertinent that the Fiscal Support Specialist be notified as soon as possible in order to receive any refunds possible.

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2. Staff Development Post Conference and Training Forms

- 2.1. The organizationally developed “Post Training Form” is due within five (5) business days of returning from a training. This form is required for any training the organization “paid” for (this includes free trainings that employees were allowed to use staff time for). If an employee attends a training on their own time and would like it to be included in their human resources file so that all of their CEs are in one spot, the employee must complete this form. In this case, the form can be found on the Intranet.
- 2.2. For all other trainings, beginning the day after the training ends, the employee will receive an automatic request to fill out the electronic form. They will get a reminder daily until the form is filled out.
- 2.3. An employee will not be approved for future trainings if they do not complete the form(s).

References:

CARF Standards, Workforce Development and Management

Kerry Possehn, CEO		Date	