In-House Trainers

Policy: 400.0020

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The Department of Children, Youth, and Families acknowledges and supports the value of training and staff development. The training requirements of a large department, servicing children with various needs, is diverse.

Within the Department itself, many staff members have particular expertise and/or develop expertise in specific areas. It is beneficial when these staff members take the opportunity to share this expertise with others. A convenient method for the sharing of this knowledge is through the Department's Staff Development Unit and its training components.

Participation as a trainer for the Department is a voluntary effort. In recognition and support of this effort, the Department permits preparation for training during the In-House trainer's normal work hours. The time requirements allowed for preparation during working hours may vary, depending on the length of presentation and the familiarity of the subject matter and/or curriculum. In-House trainers have the latitude to prepare for the training session at a variety of designated locations. At no time during his/her normal work hours, however, will the In-House trainer be allowed to prepare at home or any other unauthorized area.

Related Procedure…

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Procedure From Policy 400.0020: In-House Trainers

A. A staff member interested in volunteering to be a trainer will discuss the concept with a member of the Staff Development Unit:

1. The course curriculum may be pre-established, or may need developing, requiring a coordinated effort between Staff Development and the In- House trainer. In all instances, the Staff Development Unit has final approval over curriculum content and training materials.
2. Upon acceptance of the proposed curriculum by the Staff Development Unit, the In-House trainer will review the concept of training with his/her supervisor.

B. The supervisor and worker will mutually arrive at a decision as to whether or not the time can be allowed for the staff member to participate:

1. The supervisor will notify the appropriate member of the Staff Development Unit as to the result of that decision.
2. In the event that a mutual decision has not been reached between the In-House trainer and his/her supervisor, the decision may be reviewed at the discretion of the Assistant/Regional Director, the Coordinator of Staff Development and/or other supervisory personnel involved in the situation.
3. If a determination has been made that other priorities prohibit a staff member from training, this does not exclude the staff person from training at a later date.

C. The In-House trainer will be allowed a maximum number of work hours to prepare for the training session, based on the length of the training session and familiarity of the topic. All preparation that exceeds the maximum number of hours permitted must be done on the employee's own time:

1. A training module refers to the actual length of time the employee is expected to provide training. A "new" curriculum refers to a training session that has not been presented in the Department before. It also pertains to In-House trainers who are teaching their first session on any topic, whether it is an existing curriculum or a new one. In these instances, the In-House trainers will follow the "new curriculum" standards. Any subsequent training modules on the same topic will adhere to the "existing curriculum" guidelines;
2. For an existing curriculum:

Length of Training Module	Allowable Prep Time
0-1 hour	2 hour
61-120 minutes	1 hour
121-180 minutes	1-2 hours

3. For a new curriculum or first time trainers (first session):

Length of Training Module	Allowable Prep Time
0-1 hour	1 hour
61-120 minutes	2 hours
120-180 minutes	3 hours

D. ~~In-House trainers, with supervisory approval, will be allowed to utilize the local library and/or Departmental facilities in Providence for preparation.~~

E. ~~In-House trainers will advise their supervisors as to the time and location to be utilized for preparation.~~