

# Professional Development

Step 1: Request from employees for additional training

Step 2: Survey interest from employees collected at in-service meeting

Step 3: Review surveys, categorize information

Step 4: Safety Trainers meet with Safety & Staff Development Supervisor and discuss subjects for classes.

Step 5: Schedule location and dates

Step 6: Find out who is available to teach the class

Step 7: Safety & Staff Development Supervisor opens PDO account

Step 8: Advertise class, employees go on line to sign up

Step 9: Instructor gathers materials for specific class could include power point, videos, hand outs and if needed have a training bus available

Step 10: Trainer goes on line to PDO account, print out the roster of those employees who have signed up for the class

Step 11: Instructor conducts class, check roster and sign in sheet

Step 12: Supervisor will go on line and close the PDO class

Step 13: End Process

Revised: mlh 7/21/10