Staff Learning, Development and Growth

Date of Approval by Council: 11/21/85; 04/18/90   **Resolution No**.: C-174/85; C-61/90
        03/19/96; 01/11/2000; 04/10/2007   199/96; 12/2000; 269/2007

Lead Role: Chief Commissioner   **Replaces:** 40-44-011

Last Review Date: April 10, 2007   **Next Review Date:** 04/2010

Administrative Responsibility: Human Resources

Special Note:

Strategic Goal and Policy Preamble:
As an organization, Strathcona County is committed to the delivery of quality public services. Within this mandate we strive to provide opportunities for staff to grow and evolve in a dynamic, challenging and open environment that promotes personal satisfaction, personal achievement, and corporate leadership. Through our people and their talent contributions, Strathcona County will achieve and maintain a reputation as an organization of resilience, agility and flexibility.

As an organization, we commit to this goal by way of - but not limited to - the following broad people policies:
  - ✓ *Talent Attraction and Hiring*
  - ✓ *Staff Learning, Development and Growth*
  - ✓ *Talent Retention*

In order to continue to deliver quality public services, we commit to this goal and broad people policies to achieve and maintain a competitive advantage in relation to similar employers for talented and qualified people

Policy Statement

Strathcona County is committed to achieving both individual employee and organizational success by developing and utilizing people's individual and collective skills and talents.

Guidelines

Strathcona County acknowledges the following guidelines as integral to support this policy:

1. Growth and Achievement
   - ensuring employees have fair and equitable access to staff development opportunities based upon mutual interests of employees and the needs of the organization
   - fostering a shared responsibility between the employee and the organization for staff development and growth
   - supporting job enhancement through a broad array of opportunities for employees to develop within their careers

2. Advancement
   - encouraging employees to develop their skills and learning for application in present and future work, as well for opportunities across the organization

3. Work Itself
   - recognizing the evolving nature of public services, combined with the talents of employees, to sustain growth opportunities for the individual, the organization, and the community
   - encouraging and supporting, where feasible and appropriate, staff volunteer contributions that help build the community and are aligned with the County's Social Sustainability framework and community vision

4. Recognition
   - training and development that aligns with the Community Vision and Strategic Plan

5. Resourcing
   - planning to ensure adequate resources are in place to support staff development opportunities

6. Relationship with Peers
   - actively sharing learning with others through a variety of creative venues that are appropriate to meet individuals' learning needs
   - emphasizing the importance of mutual relationship building as one of the key ingredients for effective staff development

Administrative Procedures

In support of the above goal, the Administration will develop programs and procedures to sustain the implementation of this policy.

APPENDIX

Staff Learning, Development and Growth
Examples of current programs and services to support policy

1.   Individual Learning Plan (ILP) program, with shared investment between employees and the County, for staff learning and development in preparation for future roles and contributions to the organization and community.

2.   Creation of "made-in-Strathcona" *People and Talent Development* framework and *Leadership Development* framework for employee personal and professional development, including expectations on leader values and behaviours.

3.   Active participation in the Alberta Municipal Internship Program to encourage new university graduates to consider a career in public service.

4.   Support for employees to gain relevant experience and skills via participation on project teams or in temporary/acting assignments.

5.   *Annual General Staff Meetings* that allow for acknowledgement of employee achievement, combined with the *Service and Retirement Awards* program to recognize service by employee to the community.

6.   Distribution to all employees the calendar of training and development programs encompassing skill development, interpersonal communication, supervisory development, and personal effectiveness courses.

7.   Fostering Strathcona County's organizational reputation by promoting the value of working with others who are recognized as experts in their fields.