



Macon-Bibb County
Department of Human Resources
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- Title:** **HR 0003 EMPLOYEE TRAINING AND DEVELOPMENT POLICY**
- Policy:** Through the MBCG Employee Training Development Policy, MGCG will develop and conduct a continuous and coordinated training tool to enhance the overall mission in employee engagement throughout our county Government. MBCG HR intends to provide a culture of learning where employees at all levels will receive organizationally mandated bi-annual training.
- Purpose:** MBCG is committed to the training and development of its employees. Training will be formulated and may include revisions each year through the HR Department. Training will be based on the current needs of MBCG, laws, policies, and/or policy updates. HR will outline training objectives and target specific deficiencies for the year.
- Scope:** This policy applies to all permanent, full-time, and part-time employees of MBCG. All eligible employees covered by this policy will receive the fundamentals of training in an unbiased and non-discriminatory manner.
- Responsibilities:** The Employee Training and Development Policy is a shared effort between HR, Department Heads, and Staff. A concerted and collaborative effort in continuous professional development will be the cornerstone of MBCG. The MBCG HR Department is responsible for conducting workshops, seminars, and refresher courses to keep the workforce informed and updated with ongoing training and policy updates. Each Department Head will be responsible for identifying areas of improvement and developmental needs of their employees through a continuous coaching environment. The staff is responsible for receiving and applying these types of routine training in a day-to-day work setting.
- Definitions:** More commonly, Bi-Annual Training will be held at the Macon City Auditorium. It is intended that through MBCG Employee Training and Development Policy Annual training be defined as mandatory training (2) times per year; once in the Spring, once in the Fall, and will be deemed as a government-wide training evolution.