

# Title

October 12, 2015

Company  
Policy Manual  
First Created Month Date Year

## HR Policy Training

We provide opportunity for and encourages participation in job-related training programs for staff that will enhance skills and knowledge and maximize job performance. The responsibility for participating in training is shared by individual employees, managers, and the Company.

### Procedure

- I. Employee and Manager
  - A. Employees have the responsibility to:
    1. Seek out and participate in training opportunities to improve their job performance and potential.
    2. Obtain approval from their manager to attend training programs. Programs not offered through Company may be eligible for reimbursement.
  - B. Managers have the responsibility to:
    1. Support and provide opportunities for individuals to pursue job-related training.
    2. Obtain prior approval from Senior Management if reimbursement is requested. All requests will be considered; approval is not guaranteed.
- II. Human Resources
  - A. The Human Resources department has the responsibility to serve as a provider of training for staff. This training includes, but is not limited to:
    1. Leadership development
    2. Supervisory and management training
    3. Office/administrative support training
    4. Diversity training
    5. Harassment training
    6. Employee orientation
  - C. Other areas that provide training to staff include, but are not limited are: the Telepharmacy department, Implementation and Training Department, Operations Department, and Information Technology department.
- III. The Human Resources department also provides a training and career resource center containing videos, webinars, books, and other written materials for employee professional development. Please contact the HR Manager at [XXXXX@xxx.com](mailto:XXXXX@xxx.com) for resources requests.