

### **D.6.1.1 (Procedure) Professional Development**

Responsible Department: Human Resources

Based on Board Policy: [D.6.1](#) - Professional Development

Approved: 4-28-09

Last Amended: 1-13-10

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All full-time College District employees are encouraged to participate in relevant professional development activities during the year for job growth and development. Employees and their immediate supervisors should discuss professional development plans annually during the employee's performance review with periodic follow-up throughout the year.

An activity qualifies as "professional development" if it enhances or strengthens a knowledge, skill or ability relevant to the employee's current position, or to an aspired position. The outcome is job-related professional growth that will enable employees to advance their professional goals, increase institutional effectiveness and improve the quality of programs and services of the College District.

Activities may include attending a training class, completing a self-study module, participating in a structured mentoring or on-the-job training program, attending a conference or workshop/seminar, completing a college course, or participating in other forms of professional development.