

SUBJECT: TRAINING AND EDUCATION

TRAINING AND EDUCATION

The Bureau is committed to recruiting, selecting, and promoting individuals of the highest quality to serve the citizens of North Carolina and strives to provide those people with the best training and educational opportunities available.

TRAINING

Training serves five purposes:

- A. Training all Bureau employees with the values, beliefs, and goals of the SBI, to assure that all employees understand how to act in accordance with those values, beliefs, and goals;
- B. Providing all employees training in the skills, knowledge, and abilities necessary to perform their varied tasks in a satisfactory manner;
- C. Training individuals so they can develop the confidence they need to act appropriately and decisively while engaged in a broad spectrum of activities;
- D. Enabling individuals to work more efficiently and productively by providing state of the art training; and
- E. Ensuring through proper training that employees share a common body of knowledge which fosters cooperation and forms the basis of teamwork.

EDUCATION

Education enables people to grow and develop both personally and professionally, and an educated employee is better prepared to face new and complex problems. Thus, promoting employees' continuing education enhances the Bureau's capabilities and better equips Bureau personnel to meet future challenges.

EDUCATION AND PERSONNEL DECISIONS

- A. SBI personnel practices recognize and encourage employees' commitment to education. Most of the higher paid, and therefore sought-after, positions in the

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Bureau require a college degree (B.A. or B.S.).

- B. Both the selection and promotional processes are designed to ensure that educational accomplishments play a role in all personnel decisions.

MINIMUM REQUIREMENTS

Both the promotion process and career development plans are designed to encourage the pursuit of excellence. Job postings list the minimum education, training, and experience requirements for Bureau positions. Meeting minimum training and experience requirements makes one eligible for consideration for promotion, or an elevation in grade, but does not guarantee it.

RESPONSIBILITY AND AUTHORITY

- A. The Training Section is responsible for seeing that adequate training opportunities are available to all Bureau personnel and keeps a record of all training received by Bureau personnel. The Assistant Director of each division is responsible for administering the educational reimbursement program which encourages Bureau employees to continue their education.
- B. Supervisors are responsible for meeting regularly with persons under their supervision to monitor and encourage their participation in appropriate training and educational programs.
- C. Supervisors are also responsible for informing the Training Section of needs and opportunities for additional training.
- D. Employees are responsible for seeing that their training records are accurate and up to date and for seeking the appropriate training and education they need for professional advancement.

TRAINING COMMITTEE

- A. The SBI is committed to providing continuing education and career development

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for its employees in order to support its mission and values. Well-trained personnel are better prepared to act decisively and correctly in a broad spectrum of situations and circumstances. The SBI Training Committee is established by the Director to most effectively focus on meeting the training needs of the SBI regarding job skills, high liability issues, job enhancement, career development, and personal growth.

- B. The objectives of the SBI Training Committee are to assist in surveying and evaluating SBI training needs, to survey available course options based on needs identified, and to recommend priorities for the Training Section.