



DEPARTMENT OF CORRECTIONS
Human Resources



Title:	Leadership and Professional Development Program	DOC Policy: 20.7.4
Supersedes:	N/A	
Applicability:	All interested permanent department employees	
Directives Cross-Reference:	State Policy 50.045.05 DOC Policy Annual In-Service Training #20.7.3	

I. PURPOSE

To provide interested employees with program description, entry requirements, and procedures for enrolling in the department's Leadership and Professional Development Program.

II. POLICY

The department places high value and priority on providing a department Leadership and Professional Development Program to prepare department employees interested in career advancement and leadership positions the knowledge, skills, and work experiences to effectively compete for higher level positions throughout the department. Accordingly:

- A. The department Staff Training and Development Section shall develop and deliver a multi-level Leadership and Professional Development Program that meets the requirements of this policy. Each level of the program may substitute for annual department In-Service as described in department Policy 20.7.3:
 - 1. A Primary Level program shall be offered annually. This classroom-based training program is designed to focus on introductory leadership skills and practices, specifically as they are applied in a correctional setting:
 - a. Priority enrollment shall be offered to current department management and executive service employees. All such employees are strongly encouraged to complete the Primary Level program; and
 - b. Enrollment shall also be offered to department classified represented employees. The enrollment process for these employees shall be determined each year by the Staff Training and Development Section and the Leadership Advisory Committee jointly, and shall be implemented in combination with the enrollment process utilized for all department In-Service training.

2. A Secondary Level program shall be offered annually. This classroom-based training program is designed to allow participants to customize their training activities according to their professional needs. In addition, the Secondary Level program addresses individual career planning so as to assist participants in the further tailoring of career development activities.
 3. An Enhancement Level program shall be offered to graduates of the Secondary Level. This experiential level is designed to meet the specific needs of each participant, as identified in the Secondary program and may include:
 - a.. A formal cross training, work-out-of-class, or job rotation assignment;
 - b. Written learning objectives;
 - c. A specific duration, not less than six months; and
 - d. Continuation of the individual equivalent may be accepted at any level.
 4. Credit for completion of an approved equivalent may be accepted at any level.
- B. A Leadership Advisory Committee shall be established to advise and guide the program curriculum, entry requirements, and enrollment process for each level of the program; and
 - C. The department shall obtain certification of the Leadership and Professional Development Program from the Department of Administrative Services as meeting the requirements of State Policy 50.045.05, Core Curriculum for Oregon State Managers.

III. IMPLEMENTATION

This policy will be adopted immediately without further modification.