

Division of Air Quality Training and Development Plan

Objectives:

1. To keep employees abreast with professional knowledge and skills to support the division missions and goals.
2. To develop skills and knowledge needed for monitoring air quality, permitting and inspecting air emission sources, and educating and informing the public about air quality issues.
3. To meet the career and personal development needs of employees.
4. To foster self-development and continuous learning to meet the challenges of an environmental regulatory agency.

Policy:

The Division of Air Quality is committed to create and to provide a learning oriented environment to develop knowledge, skills, and abilities of employees. While the Division will provide employees with directions, resources and guidance on training and development, employees should take responsibility for their own learning and to apply learning in work.

All new hires joining the Division will be provided with an employee orientation to facilitate settling in and to help them with core knowledge and skills to carry out the duties required. The scope of the training will vary with the nature of the post concerned.

Appropriate training for computer courses to support Windows, MS Word, MS Excel, MS Access and MS PowerPoint will be identified and offered to employees on a need basis as considered appropriate to achieve the division's training and development objectives.

Employees may apply, on their own initiative, for educational assistance for attendance of relevant job-related training courses. Applications will be considered taking into account the relevance and appropriateness of the course content to the employee's current duties and career development, cost-effectiveness and the availability of financial resources.

Evaluation of Training Effectiveness:

Measured through course evaluation forms, where applicable.

Supervisors will:

1. Conduct periodic review with employees on individual training and development plans,
2. Monitor the performance of the employees with respect to the skills acquired, and
3. Will assess the training effectiveness and the employee's ability to apply learning in work through day-to-day supervision and performance appraisal.