
PERSONNEL TRAINING AND DEVELOPMENT

TRAINING AND DEVELOPMENT OF CETYS University PERSONNEL

CETYS since its inception has been aware of the need to maintain qualified and updated personnel in their area of labor. To comply with the training and development of its personnel, the basis for reference is the Federal Labor Law and carries this to its Statutes.

Also in its policies and regulations, there are benefits that support the achievement of this objective, such as scholarships and discounts on all continuing education activities.

The following briefly explains each of the items indicated.

Legal Basis (Federal Labor Law):

Based upon Chapter III BIS of the Federal Labor Law, in articles 153-A to 153-X, are stated the policies relating to Training of employees.

Statute of the CETYS University System:

Based upon Articles 125, 126 and 127, CETYS supports its employees in their development.

Article 125. CETYS University promotes the development of academic and administrative employees as people, promoting the fundamental values that emanate from its mission and developing a work culture that generates a healthy organizational environment conducive to the fulfillment of institutional goals.

Article 126. New personnel of CETYS University will be subject to an induction process in order to understand its mission and educational model, vision and goals contained in the institutional development plan as well as its organization, functioning and work policies.

Article 127. Training and development programs for academic and administrative staff, will be aimed at providing knowledge, skills, attitudes and tools to improve the performance of their corresponding functions, as well as the achievement of their personal and professional development.

Individual labor contract for employees:

In Article TWELVE of the contracts for IENAC employees, there is mention of the obligation of employees in this regard.

..." TWELVE.- THE EMPLOYEE is obligated to take training courses in the manner and terms of the plans and programs established by IENAC"...

To comply, IENAC provides the following support:

- a. Scholarship benefits. Support consists of providing scholarships for personnel for High School studies as well as Undergraduate, Graduate, and any program of the Language Center. See the policy for "Scholarship Benefits".
- b. Discount Support for the Institution's Continuing Education Department relating to courses, programs, diploma studies and Bachelor's of Business Courses, offered by the area at the Continuing Education at the system level. See the policy of "EDUCON Discounts".

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Application of programs

At the system level, CETYS University has established a training and development program that applies to each campus according to their established calendars.

It begins with an induction course for all new personnel, where the topics such as Mission, Vision and Values of the Institution are covered, as well as the functions of CETYS, its structure and policies, procedures relating to security, and also policies, procedures and benefits relating to Human Resources.

Through the current certification program for employees, a series of courses on each campus are offered that cover the following topics:

1. Microsoft office
2. Social Networks
3. Use of extinguishers
4. Customer Service
5. Team Work
6. Phone Service
7. Writing and Grammar
8. Effective Communication
9. Stress Management
10. First Aid
11. English
12. Problem Solving
13. Continuous Improvement
14. Selected Topics suggested by immediate superior

An important source for defining the annual training program is the evaluation system that is used by the institution, where at the end it is required of each direct superior to indicate the training needs identifies for each particular employee.

Courses in specific topics are organized and established at the request of the direct superiors, be developed certain employees in specific areas, e.g. cooling, electricity, etc.

Through the Language Center, a large amount of English language programs are offered with different scheduling, which are available for employees to take and are covered by scholarship benefits.

Also available for employees is the professionalization in their areas of expertise via the graduate programs offered by the institution, and these are also covered under scholarship benefits.