

TRAINING AND DEVELOPMENT

CETYS University

I. OBJECTIVE:

Achieve that all CETYS personnel certify in the internal program and develop skills for their benefit and the institution's.

II. WHO PARTICIPATES?

- Administrative and
- Services personnel

III. PROCEDURE:

- A general CERTIFICATION program is elaborated for the Institution.
- Every year in August, the training needs are detected in the personnel's assessment, which are integrated to the Institution's CERTIFICATION program.
- The authorized budget for TRAINING is requested.
- With this information, a training and development program is elaborated every semester.
- The evidences of attendance sheets, programs and supporting material are monthly integrated in a file.
- The program is revised monthly, and in its case, the necessary adjustments are made.
- At the end of the semester, a report courses and training hours of the semester, and the following is planned.

IV. ATTACHMENTS:

- Certification Program