

PATHWAYS ABILITIES SOCIETY

PROCEDURE: PROFESSIONAL DEVELOPMENT

Applies to: All Personnel and Volunteers

Effective/Revision Date:

March 22, 2004
October 30, 2006
July 21, 2008
October 6, 2009
January 25, 2010
September 12, 2011
February 20, 2013
November 28, 2013
January 25, 2016
January 14, 2019

Required Attendance

1. Employees or volunteers are notified by the supervisor, manager or executive director to attend the professional development activity.
2. The supervisor or manager completes a Professional Development Request form on ShareVision and notifies the executive director.
3. The executive director or designate processes the request and notifies the supervisor or manager that the request has been processed.
4. The supervisor or manager:
 - Notifies the employee or volunteer and submits the registration form to administration with a cheque request form or requests the executive director pay for the course using a society credit card.
 - Ensures and schedules appropriate staff coverage occurs.
5. Upon completion of participation, the employee or volunteer completes the following sections of the Professional Development Request form: Course or Workshop Instructor, Value of Course, What did you learn?, Would you recommend this training/course/workshop?, and Why?. He/she notifies the supervisor or manager the form has been updated and gives the course certificate (if applicable) to the immediate supervisor.
6. The supervisor or manager notifies the executive director via email that the Professional Development Request form in ShareVision has been completed and gives the course certificate to him/her for filing.
7. The executive director verifies that the Professional Development Request form in ShareVision has been completed and changes the status to "Complete".

Requests to Attend

1. The employee or volunteer:

- Completes a Professional Development Request form on ShareVision and notifies the supervisor that it has been completed.
- Completes the related course or conference registration form and submits it to his/her supervisor.

2. The supervisor completes their portion of the ShareVision form and notifies the manager or the executive director.

3. The executive director or manager completes their portion of the ShareVision form and notifies the supervisor that it has been completed.

4. The supervisor or manager:

- Notifies the employee or volunteer that their request has been processed, the results, and if approved, submits the registration form to administration with a cheque request form or requests the executive director pay for the course using a society credit card.
- If the request has not been approved, changes the status of the Professional Development Request form to complete (steps 5 to 7 do not apply).
- Ensures and schedules appropriate coverage occurs.

5. Upon completion of participation, the employee or volunteer completes the following sections of the Professional Development Request form: Course or Workshop Instructor, Value of Course, What did you learn?, Would you recommend this training/course/workshop?, and Why?. He/she notifies the supervisor or manager the form has been updated and gives the course certificate (if applicable) to the immediate supervisor.

6. The supervisor or manager notifies the executive director via email that the Professional Development Request form in ShareVision has been completed and gives the course certificate to him/her for filing.

7. The executive director verifies that the Professional Development Request form in ShareVision has been completed and changes the status to "Complete".