

**CATHOLIC CHARITIES INDIANAPOLIS INC.
AGENCY POLICIES AND PROCEDURES**

Policy Name:	Personnel Development and Training
Domain:	Training and Supervision 9.2
Policy Location:	www.archindy.org/intranet/shared/cci/index.html
Effective Date:	1982
Dates of Revision:	11/00; 03/03; 9/06, 11/09, 3/13;4/16: 5/19, 12/22
References:	Personnel Development and Training Plan; Training Matrix

POLICY:

Catholic Charities Indianapolis supports personnel and promotes personnel competence by providing regular supervision and training on relevant service delivery topics.

CCI Personnel training and development:

- a. Promotes cooperation among personnel
- b. Includes education and training that provides opportunities for learning and skill enhancement
- c. Encourages creativity and innovation in program development and service delivery.
- d. Promotes awareness of and sensitivity to cultural backgrounds and needs.
- e. Rewards and acknowledges contributions of personnel.
- f. Provide opportunities for personnel to fulfill the continuing education requirements of their respected profession
- g. Provide opportunities to support advancement within CCI and their profession.

The immediate supervisor shall determine the appropriateness of attendance at any educational or training program. Approval is based on interests and needs of staff as well as the overall needs of the agency.

Approval of funds to support any educational or training activity is ultimately the decision of the Executive Director based on budget capability.

PROCEDURES:

1. Catholic Charities Indianapolis will annually update a personnel training plan which includes an annual training matrix and or training topics required by personnel to complete within each CCI program. CCI Service Line and Program Directors will maintain a training calendar and or training schedules that demonstrate attendance at required trainings.
2. CCI Service Line and Program Directors will report completed trainings annually and submit a completed matrix to the PQI Coordinator for inclusion in the PQI Annual report.



David J. Bethuram
Executive Director

12/14/2022
Date