

## **WGTC 4.10**

### **Professional Development**

West Georgia Technical College (WGTC) encourages all employees to develop and improve their skills and knowledge. A variety of resources for training and educational opportunities are available to employees who need additional training to improve operations, efficiency, effectiveness, and to expand and enrich the scope of programs for which the employees are responsible. All employees, upon obtaining the appropriate approval, are eligible to participate in staff development activities.

WGTC will provide training in the mandatory subjects required by law. These trainings will normally be conducted 2-4 times per year in the following formats: In-Service/Professional Development sessions, Blackboard, online, etc. Staff Development hours and opportunities are mutually determined and planned between employees and their supervisors. Staff development requirements to include the specific number of hours and topics will be based on the annual performance review and counseling session between the supervisor and the employee. A professional development planning session will be held once a year when the supervisor completes the individual performance review evaluation and an individual professional development plan. Updates will take place at the mid-year evaluation. Employees will receive credit upon submission of a professional development report to their supervisor, Director and/or Vice President for approval.

Reference: State Board Policy 4.9.5.  
State Board Procedure 4.9.5p.  
<https://tcsg.atlassian.net/wiki/spaces/policymanual/overview>

Policy Source: West Georgia Technical College	Policy Manager: Executive Director, Human Resources	Effective: 3/2009
Division: Human Resources		Reviewed: 8/2021 Revised: 1/2022