



# CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 12/01/1989

SECTION <b>802</b>	SUBJECT <b>TRAINING</b>
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The City offers a variety of training programs for employees at all levels. The purposes of the training program are (a) to keep employees informed about changes occurring in job related areas; (b) to develop or enhance skills necessary to maintain high employee productivity; (c) to broaden employee awareness of themselves and others; (d) provide opportunities for "Life long" learning that allows the employee to be successful on and off the job.

Training seminars, courses and workshops are offered on a regular basis. Every employee is encouraged to take the opportunity to attend.

Each department has a responsibility to provide training to each employee in job specific and departmental specific areas. These training programs may be developed and delivered by staff within the department or purchased from appropriate external training resources.

Training is vital to the overall success of the organization to deal with changes, keep abreast of technological advances, and provide high quality services.

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AMENDS/SUPERSEDES Sec. 402, 08/23/1979	REFERENCES	APPROVAL: 
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