

Approved:

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Department of Transportation

## STATEWIDE TRAINING PROGRAM

### PURPOSE:

This procedure describes the Florida Department of Transportation's (Department) Statewide Training Program.

### AUTHORITY:

Sections 20.23(3)(a) and 334.048(3), Florida Statutes (F.S.)

### REFERENCE:

Sections 110.105 (1), 110.1099, 110.235, 110.401, 110.403, 110.601, F.S.

### SCOPE:

This procedure applies to Career Service, Selected Exempt Service (SES), Senior Management Service (SMS) and Other Personal Services (OPS) employees.

### DEFINITIONS:

**Annual Training Plan** – an annual document required by the Department of Management Services which describes the training activities of the Department.

**Computer Based Training-** training or professional development instruction delivered primarily through a computer.

**Course** – training or professional development that directly relates to an employee's ability to perform the duties and responsibilities of the job. All approved courses, sponsored by FDOT, will be included in the official course catalog and managed in the Learning Management System.

**Department** - the Florida Department of Transportation (FDOT)

**District** - the nine sub-divisions of the Department to include Central Office, the seven Districts and the Turnpike Enterprise.

**District Training Manager** - an employee whose primary function is to plan, coordinate, administer, evaluate and report all training and development activities within the district.

**Employee Development Review** – continuous examination of employees' knowledge, skills, and abilities to identify training and professional development needs; includes two formal and documented reviews known as the Individual Training Plan (ITP) and the annual Performance Evaluation.

**Individual Training Plan (ITP)** - the mandatory, annual review during which employees and supervisors collaborate to identify employee's training needs for the upcoming fiscal year. Supervisors shall identify professional development opportunities and approve each direct report's ITP each fiscal year.

**Learning Path** – a plan encompassing mandatory, required and recommended training and professional development activities for an employee in the Learning Management System.

**Learning Management System (LMS)** – the Department's official system used to deliver and record activities related to training and professional development.

**Mandatory Training** - courses mandated by the Florida Department of Transportation.

**Organizational Development Office** – office that fulfills the Florida Department of Transportation's organizational and employee development needs through policy, training, and quality management.

**Performance Evaluation**- a documented, formal assessment (in writing or an electronic application) of an employee's performance that is prepared by the supervisor and contains the individual's performance expectations and rating criteria, ratings and comments based on each expectation, an overall rating and additional comments from the employee, supervisor, second level manager, and, if necessary, a Corrective Action Plan.

**Professional Development** – continuous process of acquiring new knowledge and skills that relate to one's professional growth within job responsibilities or work environment.

**Professional Development Hours (PDHs)** - units of credit given by a professional

board for continuing education.

**Required Training-** courses required by the Florida Department of Transportation based on position, duties and/or responsibilities.

**State LMS Coordinator** – a central office employee whose primary function is to administer the Department’s LMS.

**Training** – knowledge or skill-related learning that is necessary to perform the duties and responsibilities of an employee’s job.

**Training and Design Supervisor** – an employee whose primary function is to supervise the Central Office Training Management and Design Unit and provide guidance for and ensure consistency of statewide training and development functions.

**Training Provider Office** - an office responsible for providing and approving courses within its functional area.

**Unit Training Coordinator (UTC)** - an employee who assists in the coordination of training and professional development activities for their work unit(s).

## **1. GENERAL INFORMATION**

### **1.1 Annual Training Plan**

The Organizational Development Office shall submit the FDOT’s Annual Training Plan to the Florida Department of Management Services by the identified deadline.

### **1.2 Agency Training and Professional Development Performance Expectation**

A goal related to training and professional development that shall be included in all Department employees’ annual performance expectations.

### **1.3 Employee Development Review**

Supervisors shall perform two formal employee development reviews each fiscal year; during the (1) Individual Training Plan (ITP) process and (2) Annual Performance Evaluations.

(1) The Individual Training Plan (ITP) Process will begin in February of each year to assist in the development of an annual training plan for each District, Central Office, State Materials Office, and Turnpike. Every employee shall complete an ITP, discussing requests with their supervisor for the upcoming fiscal year, and supervisors shall identify training/professional development opportunities for employees and approve employees’ ITP for the upcoming fiscal year.

(2) During the Annual Performance Evaluation, employees are evaluated on training completions in accordance with the agency’s training and professional

development expectation, based on availability, for the current fiscal year.

#### **1.4 Human Resource Development (HRD) Funds**

The HRD category shall be used for expenditures directly related to the training and development of personnel. (See *Disbursement Handbook*) Direct payment of training costs may include travel related to training, registration fees, library resources, procured training, etc. *\*If HRD budget is not available, expense maybe used at the cost center manager's discretion.*

#### **1.5 Coordination of Training**

Instructors and provider offices shall coordinate all training and development related activities within a District and Central Office with the respective District or Central Office Training Manager and/or training staff.

#### **1.6 New Course Requests**

New course requests must be submitted to the Training and Design Supervisor for final review and processing via the LMS or the Training Management SharePoint Site. All courses will be reviewed by the Central Office Training Staff for consistency and adherence to instructional design guidelines.

#### **1.7 Computer-Based Training (CBT)**

All Computer-Based Training (CBT) courses must be reviewed and approved by the Department's multi-media team.

#### **1.8 Instructor Certification and Qualification**

Employees who deliver training or professional development courses as instructors must submit the Instructor Certification (*Form No. 250-050-02*) and complete Presentation Skills Course. Provider Offices must also submit the Instructor Certification Form for external instructors and may provide documentation certifying their expertise in lieu of the Presentation Skills Course requirement.

#### **1.9 Procurement of Training and Development Services**

Where training cannot be developed and/or delivered by FDOT in an efficient and effective manner, outside training or development vendors may be used to provide such services. The District or Central Office Training Manager and/or training staff will coordinate with training provider office, as necessary, to evaluate proposed training and development vendors by analyzing the return on investment, content, checking credentials, verifying certifications, experience and performing reference checks, as well as appropriateness and consistency with the Department's goals, objectives, policies, and procedures.

All financial and procurement policies and procedures must be followed. The vendor must provide instruction, content and materials that meet FDOT's training needs and instructional design standards. A master set of course materials shall be maintained by the District or Central Office Training Manager and/or training staff to meet state

retention requirements and respond to public records requests.

### **1.10 Training for Consultants and Contractors**

Consultants and contractors may attend technical training that is FDOT specific; i.e., required training related to work activities that directly support the contract scope of services or support department initiatives and can only be obtained through FDOT. Consultants and contractors may not participate in training courses or activities, such as teambuilding, that do not directly support the contract. Training generally falls into the overhead or indirect cost category, and would not be reimbursed as a direct cost on the contract.

## **2. LEADERSHIP DEVELOPMENT PROGRAM**

FDOT's Road to Leadership program includes four levels of training and professional development for employees in supervisory positions or those recommended by management. The four academies are progressive and should be taken in the order described below.

1. Supervisors Academy is required for employees upon appointment into a supervisory position and focuses on managing direct reports. This academy will be delivered in each District or region as needed. The Organizational Development Office in Central Office and the Districts, or the employee's cost center, will fund the cost of required assessments utilized in the course.
2. Management Academy builds on the foundation presented in the Supervisors Academy and focuses on managing teams and/or projects. This academy will be delivered in each District or region as needed. The Organizational Development Office in Central Office and the Districts, or the employee's cost center, will fund the cost of required assessments utilized in the course.
3. Leadership Academy builds on the foundation presented in both the Supervisors and Management Academies and focuses on leading people. The course is delivered by a vendor associated with the American Association of State Highway and Transportation Officials (AASHTO) and includes components geared to the transportation industry. Approval by Assistant Secretaries, District Secretaries or the Executive Director of the Turnpike Enterprise is required for participation. The Organizational Development Office in Central Office will fund the cost of required assessments utilized in the course. Any associated travel cost shall be paid by the employee's cost center.
4. Graduate Leadership Academy is an Executive Team approved program for those who have completed the Leadership Academy. Approval by Assistant Secretaries, District Secretary or the Executive Director of the Turnpike Enterprise is required to register for or withdraw from this program. The focus is on current leadership topics and trends. Members of the Executive Team meet

with the participants to discuss current programs and challenges facing the department.

### **3. PROFESSIONAL COURSES**

The Florida Department of Transportation is an approved provider for some professional licensures. All courses seeking accreditation for a professional board must be submitted for review to Organizational Development Office prior to delivery to ensure content meets criteria.

### **4. TRAINING**

No training for this procedure is required.

### **5. FORMS**

None required.