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Department of Transportation

STATEWIDE TRAINING PROGRAM

AUTHORITY:

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

REFERENCES:

Sections 110.105 (1), 110.1099, 110.235, 110.401, 110.403, 110.601, F.S.
Training for In-House Consultants and Contractors, Topic 375-000-002

STATEMENT OF POLICY:

It is the intent of the Florida Department of Transportation (Department) to have a Statewide Training Program.

SCOPE:

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

DEFINITIONS:

Annual 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.

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 the Department, will be included in the official course catalog and managed in the Learning Management System.

Course Numbering Matrix – a set for group and provider codes that are used to identify FDOT training courses.

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.

Instructor, Certified – individuals who are certified to develop and deliver training courses for the Department.

Instructor, Qualified – certified instructors who are qualified to teach a specific course as approved by the Provider Office.

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

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

Mandatory Training - courses mandated by the Florida Department of Transportation, as outlined on the Mandatory Training Matrix.

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

Professional Development – continuous process of acquiring knowledge and skills that relate to one’s professional growth, 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 Department 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 (ODO) shall submit the Department’s Annual Training Plan (ATP) 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 (2) formal employee development reviews each fiscal year; during the Individual Training Plan (ITP) process and Annual Performance Evaluations.

The ITP process will begin in the third quarter of each fiscal year to assist in the development of an annual training plan for each District, Central Office, State Materials

Office, and Turnpike Enterprise. Every employee shall complete an ITP for the upcoming fiscal year and discuss requests with their supervisor. Supervisors shall identify training/professional development opportunities for employees and approve employees' ITP.

During the Annual Performance Evaluation (APE), employees are evaluated on training completions in accordance with the Department'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*).

1.5 Coordination of Training

Instructors and provider offices within a District and Central Office shall coordinate all training and development related activities 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 and Design SharePoint Site. All courses will be reviewed by the Central Office Training Staff for consistency and adherence to instructional design guidelines before being assigned a course number.

Course Numbering Matrix:

The Group Code identifies the type or subject of the training course.

Group Code

Code	CATEGORY	Code	CATEGORY
AT	Advanced Technical	NH	National Highway Institute
BT	Basic Technical	PE	Professional Engineering* provides PDH's
CE	Computer Engineering	QC	(CTQP) Courses for Qualifications
CP	Computer Programming	QQ	Qualification (CTQP)
CU	Computer User	RL	Road to Leadership
		ST	Safety
MX	Generic	LL	LinkedIn Learning

The Training Provider Code refers to the code given to a Training Provider or Office.

Training Provider Code

Code	Training Provider	Code	Training Provider
01	Support Services	16	Work Program & Budget
02	Civil Integrated Management (CIM)	17	Florida's Turnpike/Tolls
03	Comptroller	18	Motor Carrier Size and Weight
04	Policy Planning	19	Freight and Multimodal, Aviation, Seaports, Transit and Rail
05	Design	20	Materials
06	Construction	21	Human Resources
07	Maintenance	22	Environmental Management (OEM)
08	Traffic Engineering & Operations	23	Organizational Development
09	Safety	24	Intelligent Transportation Systems (ITS)
10	Public Transportation	25	Program Management
11	Information Technology	26	Emergency Management
12	Right of Way		
13	Procurement	91	Generic source
14	Equal Opportunity	92	National Highway Institute
15	Legal	93	Non-DOT

Group Code – Training Provider Code – Sequence Number
Example: BT-05-0012 = Basic Technical – Design – Sequence Number

1.7 Computer-Based Training (CBT)

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

1.8 Instructor Certification and Qualification Process

All instructor certifications and qualifications must be submitted through the Instructor Certification Portal approved by the appropriate Cost Center Manager and the DTM or State Training Manager.

Once an individual is certified as an instructor, he or she must still be approved for each individual course delivered for FDOT.

A certified instructor is qualified to instruct a specific training course by:

- Designing the course, or
- Completing train-the-trainer for a specific course, or
- Completing a three-step training qualification process:
 1. Attend the course as a participant

2. Attend the course as an “instructor-in-training” with a copy of the instructor’s guide
3. Conduct or co-facilitate the course with a qualified instructor present

1.9 Procurement of Training and Development Services

Where training cannot be developed and/or delivered by the Department 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 the 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 the Department’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 Department 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 the Department. 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. The technical training is voluntary and the Department is not liable for training content or the application of learning by an individual. Mandatory training has been identified for In-House Consultants and Contractors in Topic 375-000-002, Mandatory Training for In-House Consultant/Contractors.

2. LEADERSHIP DEVELOPMENT PROGRAM

The Department’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 a centrally located venue as needed. 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.
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. This academy will be delivered in a centrally located venue annually, when possible. 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. 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. This academy will be delivered in a centrally located venue annually, when possible. Approval by Assistant Secretaries, District Secretaries or the Executive Director of the Turnpike Enterprise is required to register for or withdraw from this program. Any associated travel cost shall be paid by the employee's cost center.

3. **PROFESSIONAL COURSES**

The Department 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