

Training and Development

Part of the
Office of Human Resources





Today You Will Learn...

- Why developing employees is important and your role as manager
- What training options are available
- How to request custom solutions for your area
- Who pays for training



Importance of Developing Employees

Relevant employee training and development leads to increased:

- Job satisfaction
- Performance
- Employee retention



Manager's Role in Employee Development

What is the manager's role in developing employees?





Assessing Employee Proficiency

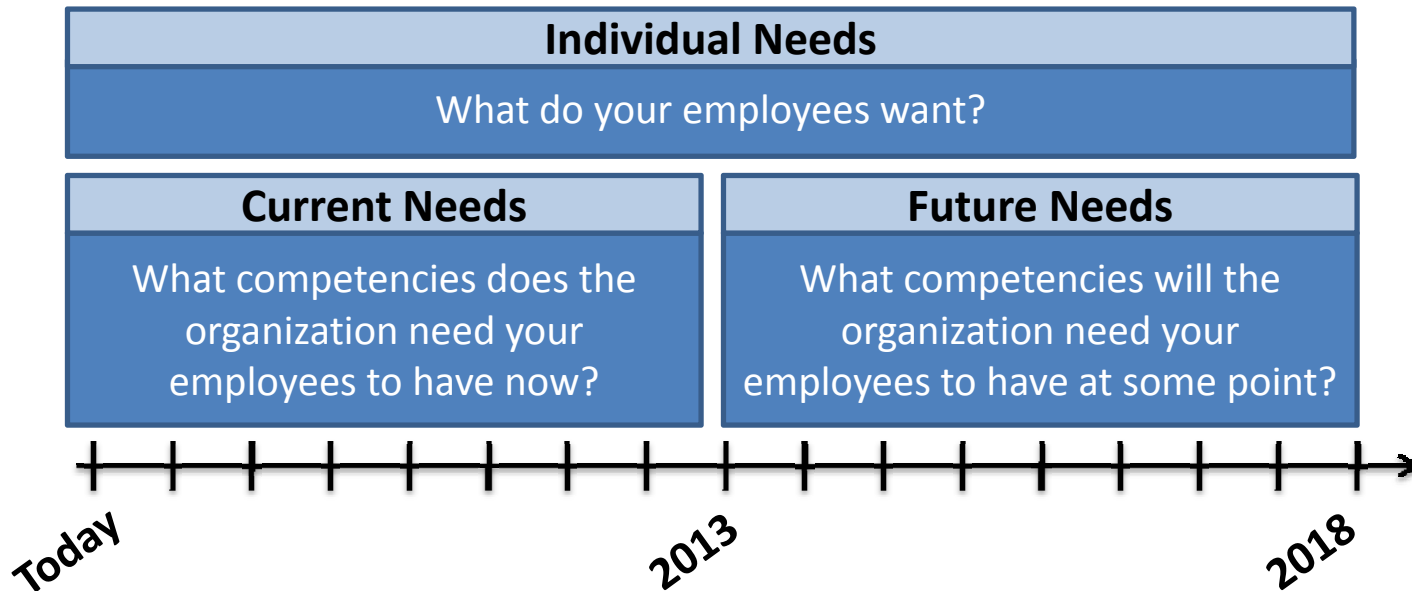
The manager can assess employee proficiency by using the following:

- Babson Competency Model
- Colleague/client feedback
- Certifications/test scores
- Job description
- Employee input
- Manager's observations



Identifying Development Needs

Managers should consider individual and organizational development needs by asking the following questions:





Selecting Appropriate Development Opportunities

When selecting development opportunities for employees, managers need to consider the following:



**EMPLOYEE
PROFICIENCY
LEVEL**



COST

A+

QUALITY



**BABSON
APPLICABLE @**



**DEPARTMENT'S
DEVELOPMENTAL
PRIORITIES**



Babson Development Opportunities

Some of Babson's training options are as follows:

- Professional Development Workshops
- The Boston Consortium
- Computer Training



Professional Development

Babson offers a wide variety of training opportunities to Babson employees at all levels. Our offerings include workshops such as:

Understanding Personality

Presentation Skills

Team Dynamics

Time Management

Facilitation Skills

Conflict Management

In addition to our regular workshops, Babson offers ongoing development programs such as:

HERS Program

Susan Vogt Fellowship

Toastmasters



The Boston Consortium

TBC enhances individual and organizational capacity by encouraging work-based learning and professional development opportunities. Workshops include programs such as:

- Business Writing Skills
- Dealing with Difficult People
- Managing Student Workers
- Administrative Assistant Program



Computer Training

Microsoft Office classes are available to all employees. Training options include:

- On-Campus
- Off-Campus
- Self-Paced (online)
- Custom Departmental Courses





Requesting Custom Solutions

Organizational Development involves partnering with management and employees to identify collaborative action plans for individual or group performance enhancements. A project plan is developed to define the scope, outcomes, and timetable for the project.

Here are some of the services we can provide:

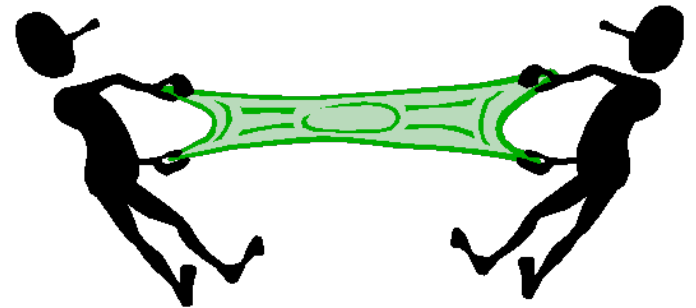
- Needs assessments and focus groups
- Process improvement
- Meeting and process facilitation
- Coaching and 360-degree feedback
- Custom training and resource referrals
- Team development



Paying for Training

Babson has multiple ways of funding employee training:

- No Cost to Your Department
- Professional Conference Matching Funds
- Shared Cost (requires pre-approval)
- Department Funded





Questions

