



Staff Training & Development Policy

DUBLIN CITY UNIVERSITY STAFF DEVELOPMENT POLICY

The University is committed to the support and promotion of staff development and training.

Staff development may be defined as:

University policies, procedures and practices designed to develop the knowledge, skills and attitudes of staff and, by so doing, to improve the effectiveness and efficiency both of the individual and the University.

The University interprets staff development as referring to all categories of staff. It recognises that the efficient and effective functioning of the University depends on its support and provision of staff development activities for academic and non-academic staff alike at all levels.

Responsibility for staff development is two-fold:

1. As a direct line management responsibility of each Head of School/Unit and;
2. Through the activities, advice and support of the Staff Development/Human Resources Office.

The Staff Development/Human Resources Office acts as a central focus for the co-ordinated planning and provision of a range of training activities e.g. seminars, workshops, short courses for all categories of staff, prioritising its activities according to identified needs and demands.

Each Head of School/Unit has a managerial responsibility to help his/her staff to develop their performance and effectiveness. The development of individual potential and career advancement are inevitably linked and the aims and objectives of the School/Unit. Staff development activities at School/Unit level should be actively encouraged and supported. These might include, for example, study leave, seminars, conferences, secondments, technical skills updating, joint research, mentoring, rotation of specific duties, etc.

Staff development is most effective when the individual member of staff takes responsibility for his/her own development. However, all staff should be given appropriate support and encouragement and allocated reasonable time and resources for this purpose.



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