

Chatham-Kent Public Library

Professional Development Policy

Purpose

The purpose of this policy is to ensure the provision of continuous learning and professional development opportunities for Chatham-Kent Public Library (CKPL) staff. Professional development is an investment in library employees which enhances and increase their capacity to meet the current and future needs of the Chatham-Kent community.

The public library landscape is constantly evolving, and library staff need to refresh and grow new skills to provide the best possible service to the community. CKPL strives to foster an environment of lifelong learning, where staff can gain new ideas, be inspired, and learn of the latest research and trends in public libraries. This will benefit staff, CKPL itself and the residents of Chatham-Kent.

Scope

This policy applies to all permanent, full-time, or part-time employees. Employees with temporary or short-term contracts may attend training at the manager's discretion.

Definitions

Professional Development: The process of obtaining the skills, qualifications and experience that will allow staff to refresh, grow and succeed in a career.

Policy Statement

CKPL strives for excellence in the public library profession by maintaining and enhancing staff knowledge and skills and by encouraging and fostering professional development within the library profession.

Content

CKPL supports and encourages the on-going education and training of all employees through participation at conferences, workshops and courses both virtual and in person with designated funds in the annual budget.

Decisions on what training will be offered will align with CKPL's Operational and Strategic Plan priorities.

Decisions on who shall attend training opportunities will depend upon the employee's experience and job description, budgetary limitations, succession needs, and the employee's annual staff performance appraisal goals which are set with employee input.

Staff will be provided multiple avenues to attend training as they become available. Virtual and in person training opportunities will be provided by CKPL throughout the year and at least once annually for an all-staff Staff Training Day for in-house training.

Types of Professional Development

1. On-Boarding at CKPL

New CKPL staff complete extensive on-boarding training. This training provides staff with the tools needed to begin working at CKPL, with training designated according to the position hired.

The initial on-boarding orients new staff to CKPL practices and procedures. There is also an extensive training component to be completed for the Municipality of Chatham-Kent.

2. Mandatory Corporate Training

CKPL staff are required to complete mandatory corporate training, as set out by the Municipality of Chatham-Kent, which includes all corporate policies and communications. Staff are expected to complete the training as it becomes available or become recertified at the required intervals.

3. Customer Service

CKPL recognizes the diverse needs of its patrons and provides staff with a diverse portfolio of training to further their knowledge and skills for working with the public.

4. Public Library Education

CKPL encourages and provides opportunities for staff to broaden their library knowledge. This is done through associations and services the library is affiliated with, such as, but not limited to, Ontario Library Association or Ontario Library Service.

Reader's Advisory is a constant professional development need as new items are published daily. CKPL supports staff reader's advisory development through staff participation in training opportunities throughout the year.

CKPL has designated funds for Tuition Reimbursement for those seeking professional development opportunities outside of CKPL. CKPL follows the [Municipal Tuition Refund Policy](#). Those seeking reimbursement must have the opportunity approved by their CEO/Chief Librarian or designate before submitting for reimbursement.

5. Professional Goal Setting

CKPL will provide an opportunity for staff during their annual performance appraisal to identify and set learning and professional development goals with their manager. Staff will work with their manager throughout the year to ensure they are attaining their goals.

Staff may be identified and invited to participate in the Municipal Leadership Development Program, for those interested in leadership professional development opportunities.

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Background Documents:

For more information or alternative formats of this document, please email cklibrary@chatham-kent.ca.