

UW-Stout Campus-Wide Training and Development Plan

Definition of Campus-Wide Training and Development

UW-Stout regards training and development as critical to its success in the areas of continuous improvement, integrity of operations, and employee recruitment/retention. Thus, UW-Stout supports campus-wide training and development to foster a culture of lifelong learning among its employees. The workplace is enhanced by shared experiences which strengthen employee relationships, promote understanding between groups, improve job performance, and promote employee retention by providing all members of the UW-Stout community the opportunity to acquire additional knowledge, skills and abilities to meet the needs of UW-Stout both now and in the future. Campus-wide training needs are identified by the Chancellor in the campus-wide training and development plan. Ideas for these training needs emerge from several sources, including the annual planning process, feedback from the campus through various listening posts, and assessment of existing training. The plan is updated annually.

Campus-wide training is differentiated from division/department level training and individual level training in that campus-wide training addresses issues that can be applicable to employees across more than one division. Campus-wide training and development does not have to be relevant to every UW-Stout employee to be considered campus-wide; however, training and development unique to only one division is not considered campus-wide.

Campus-wide training and development includes, but is not limited to:

- new employee orientation
- diversity
- ethics
- assessment
- AQIP/Baldrige training
- workplace/environmental safety
- leadership development
- State and/or Federally mandated training

UW-Stout Campus-Wide Training and Development Plan

The structure of this plan is comprised of six categories for training:

1. Administrative Training and Professional Development
2. Continuous Quality Improvement
3. Diversity Training
4. IT Training
5. New Employee Training/Development
6. Workplace Safety & Injury Prevention

Each category has a definition, specific training and development topics, how often the training is offered, who is responsible, and ideas for delivery mechanisms. The delivery mechanisms listed are not all inclusive, but are some existing mechanisms currently being utilized at UW-Stout to deliver training to UW-Stout employees. Other examples of delivery mechanisms include training sessions scheduled by Colleges, units, and departments. The “**Responsible Unit/Position**” may identify additional delivery mechanisms.

Administrative Training and Professional Development: Professional and personal development opportunities for self-improvement, knowledge of university functions, and interpersonal relations

Administrative Training and Professional Development	Frequency	Responsible Unit/Position	Delivery Mechanism(s)
Leadership and Professional Development Program	Annually	Director of Human Resources	Women’s Leadership Development; Leadership Menomonic
Fiscal Services, Enrollment Services, Administrative Services, University Services	Annually	Director of Human Resources	UW-Stout EDGE Program
Campus business operations training	Annually	Director of Business & Financial Services	January professional development; UW-Stout EDGE Program
Personal development/interpersonal relationships (ex. smoking cessation)	Annually	Optimal Health committee	January professional development; Optimal Health Committee
Department Chair Training	Annually	Provost; Director of Human Resources	Russell Consulting; January Professional Development; Opening Week Activities
Program Director Training	Annually	Provost, Director of Human Resources	January Professional Development; Opening Week Activities
Train faculty & staff on how to effectively incorporate student experiential opportunities into programs and curriculum (broaden horizons)	On-going	Provost; NTLC	NTLC, January Professional Development

Continuous Quality Improvement: Institutional improvement focused on the workplace environment and the UW-Stout community

Continuous Quality Improvement	Frequency	Responsible Unit/Position	Delivery mechanism(s)
Baldrige Training, Assessment and Evaluation, and AQIP	On-going, at least annually	Provost; Director of Human Resources	January professional development; webinars
Quality Training Certificate (quality tools)	Bi-annually	Director of Budget, Planning & Analysis; Director of Human Resources	BPA staff and various experts; January professional development;

Customer service	On-going, at least annually	Director of Human Resources	UW-Stout Customer Service Ambassadors; January professional development; UW-Stout EDGE Program; Russell Consulting
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Diversity Training: Acceptance, understanding and respect for equal opportunity, cultural differences and individual differences

Diversity Training	Frequency	Responsible Unit/Position	Delivery mechanism(s)
ADA: Awareness, competence and procedures for employee accommodation requests	Ongoing, at least annually; as requested	Director of Human Resources	January professional development; Opening Week Activities; New Employee Orientation
Equal Employment Opportunity (race/ethnicity/disability/gender/discrimination/harassment)	Ongoing, at least annually; as requested	Director of Human Resources	January professional development; Opening Week Activities; New Employee Orientation; search committees
LGBTQ	Existing guidelines per policy and law; ongoing, at least annually; as requested	LGBTQ Coordinator	January professional development; Opening Week Activities; New Employee Orientation
Faculty/Staff Complaint Process	Existing guidelines per policy and law; ongoing, at least annually; as requested	Director of Human Resources	January professional development; Opening Week Activities; New Employee Orientation
Student complaint process	Annually; as requested	Dean of Students	Opening Week Activities; January professional development; New Department Chair Training; New Program Director Training

Academic and non-academic misconduct	Annually; as requested	Dean of Students	Opening Week Activities; January professional development; New Department Chair Training; New Program Director Training
FERPA	Annually, as requested	Dean of Students	Opening Week Activities; January professional development; New Department Chair Training; New Program Director Training
Ethics	Annually; as requested	Chancellor	January professional development; Opening Week Activities

IT Training: Training and support in the use of campus supported software and the digital learning environment.

IT Training	Frequency	Responsible Unit/Position	Delivery mechanism(s)
PeopleSoft	Continuous throughout implementation process	Unknown	January professional development; Opening week Activities
Outlook E-mail	On-going	CIO	Lynda and on-line training resources
Microsoft Office Suite/PowerPoint	On-going	CIO	Lynda and on-line training resources; CVTC Business and Industry Services consultant
Qualtrics (On-line survey and course evaluation tool)	Four sessions per year	Budget, Planning and Analysis	One –to-one training, workshops held throughout the year, January professional development
Hyperion	As requested	CIO	One-to-one counseling, January professional development
Software applications including Adobe Acrobat , Photoshop, Dreamweaver	On-going	CIO	Lynda and on-line training resources
Adobe Connect (formerly Breeze)	Annually	CIO	January professional development
Echo 360 (formerly Apreso)	On-going	CIO	August workshops, January workshops, one-to-one consulting, Online tutorials

Common Spot	On-going	Integrated Marketing Director	Online tutorials, Monthly training workshops, open training labs
Training for CI/DE instructors	Ongoing(through out the year) and annually (Institutes)	Stout Online & LTS	Face-to-Face Seminars, Webinars, Online Training

New Employee Training/Development: Welcome and orientation to the UW-Stout and Menomonie communities

New Employee Training/Development	Frequency	Responsible Unit/Position	Delivery mechanism(s)
New Instructor Workshop	Annually	Director of Teaching & Learning Center	Opening Week Activities
New Employee Orientation (including diversity training)	Quarterly	Provost; Director of Human Resources	Opening Week Activities; January Professional Development Week; scheduled quarterly sessions

Workplace Safety & Injury Prevention: Training to improve the safety, health and well-being of members of the UW-Stout community.

Workplace Safety & Injury Prevention	Frequency	Responsible Unit/Position	Delivery mechanism(s)
EAP training	Annually	Director of Counseling Center	Counseling Center, New Employee Orientation
Workplace Violence Prevention	Annually	Executive Director of Health & Safety	January professional development; UW-Stout EDGE Program, New Employee Orientation
Asbestos compliance/overview	As mandated	Executive Director of Health & Safety	Employee Safety Training
Lead compliance/overview	As mandated	Executive Director of Health & Safety	Employee Safety Training

Defibrillator training	Annually	Executive Director of Health & Safety	January professional development
Emergency Management (including building evacuation, alarm codes, etc)	Annually	Executive Director of Health & Safety	Employee Safety Training
Identifying students and co-workers at risk	Annually	Dean of Students	“Students of concern” group on campus; New Employee Orientation; New Department Chair Training; New Program Director Training
Fire extinguishers	As mandated	Executive Director of Health & Safety	Employee Safety Training
Ergonomic workstations	As requested	Executive Director of Health & Safety	January professional development; individual assessment of workstation