

# POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



**Policy Title:**

Staff Development and Training

**Chapter:**

**Effective Date:**

7/1/1992

**Revision Date:**

11/25/2008

**Policy Number:**

**Executive Director**

## SCOPE:

- Chapter 6400 – Community Homes For Individuals With Mental Retardation

## INTRODUCTION:

1. All employees are required to attend in-service training annually. Training content requirements vary with position. The training year follows the standard calendar. Training is important and is offered to benefit resident quality of life by ensuring our compliance with licensure standards, improving your existing skills and helping you to develop new skills for both self and career advancement. Training is offered at various locations and at various times. In addition, independent study materials are available for those unable to attend actual sessions.
2. A calendar of training sessions is distributed monthly.

## DISCUSSION: