

POLICY

The Poverello Center provides employees adequate training to do jobs safely and competently.

PROCEDURE

Our business believes training is a two-way process. We encourage employees to participate and to highlight any gaps in their own skills or knowledge they believe they have. Training includes internal on-the-job training, written instructions such as standard operating procedures, coaching, external training and courses. Safety training takes precedence. Staff and Volunteers receive training as part of their services with TPC. Everybody must complete an orientation, on-the-job or program training, and participate in continuing education classes as needed. The Orientation provides an overview of TPC, its mission, history and goals.

Staff Training: ADP Resource provides comprehensive professional development training seminars led by employment experts. Staff will gain knowledge and skills to put to use immediately. Schedules and seminar details are available on My ADP Resource, in the HR department, as well as in the Employee Service Center (800) 416-6131.

Approvals:

Signature: _____ Date: _____
Tania Taveras, MBA HRM
Volunteer/HR Manager

Signature:  Date: 6/11/19
Thomas S. Pietrogallo, MSW/LCSW, MBA
Chief Executive Officer

BOD Approved Date: Pending Date Established: 06.11.2019 Date Reviewed: N/A