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# MANAGEMENT DIRECTIVE

535.7 Amended  
Number

## COMMONWEALTH OF PENNSYLVANIA GOVERNOR'S OFFICE

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Subject:

Annual Agency Training Plan and Report

By Direction Of:

  
Thomas G. Paese, Secretary of Administration

Date:

July 8, 1999

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Submission of the Annual Agency Training Plan to the Office of Administration is no longer required, but continues to be required as an internal agency planning document. Changes to the Annual Agency Training Report include revisions to the Commonwealth's out-service training post-audit process. This amendment contains significant revisions; therefore, marginal dots are excluded.

1. **PURPOSE.** To provide guidelines for the preparation of the Annual Agency Training Plan and the Annual Agency Training Report.

2. **SCOPE.** Applies to all agencies under the jurisdiction of the Governor.

3. **DEFINITIONS.**

a. **Annual Agency Training Plan.** The Plan represents an agency's learning needs and the recommended training to support key agency and Commonwealth goals and ongoing employee development needs for a fiscal year.

The Training Plan is an internal monitoring tool for management, Personnel Directors, and Training Officers to ensure a planned approach to provide the resources to manage it and the essential training.

b. **Annual Agency Training Report.** The Report describes accomplishments achieved in the agency through training in the previous fiscal year compared to what was expected in the agency training plan.

4. **POLICY.**

a. Agencies will prepare an Agency Training Plan for internal use in developing long-term strategic goals and short-term priorities. The Training Plan should be approved by agency executive management for consistency with the organization's and the Commonwealth's goals and priorities.

Submission of the Annual Agency Training Plan to the Office of Administration is no longer required. The Plan will be reviewed by the Office of Administration during the post auditing of out-service training records and during Personnel Management Reviews.

b. The Annual Agency Training Report is to be submitted to the Office of Administration, Employee Training and Development Division by August 15.

Distribution:     F

## 5. PROCEDURES.

**a. Needs Assessment.** Agencies will assess the learning and development needs of their organization and employees in central and field offices.

Needs assessments to develop training may include input from a variety of sources including surveys, performance evaluations, agency initiatives, management and employee interviews, Commonwealth goals and policies, training committees, and occupational trends.

### **b. Annual Agency Training Plan.**

**(1) Content Guidelines.** Agency Training Plans should include:

**(a)** A mission statement defining the role and philosophy of the training organization within the context of the agency's overall mission. It describes the role of training to support organizational performance and employee productivity.

**(b)** A description of the agency's practices and procedures for approving out-service training.

**(c)** The anticipated training needs of the agency, concentrating on the training to support Commonwealth and agency goals and to maintain or enhance the level of employee performance.

**(d)** The training courses that are planned, the staff members (by individual, job classification, or organization, whichever is more practical) who will receive training, and an estimated schedule for training to occur. This should include any trainee classes, internships, or other planned learning opportunities.

**(e)** The resources needed to achieve this training. This should include budget, staff, faculty, internal and external consultants, and technology needed to provide the training.

**(f)** The method for evaluating the successful achievement of training and its return on investment.

**(g)** A description of the training records system to capture relevant data.

**(h)** The signature of the agency head or executive level designee indicating approval of the Agency Training Plan.

**(2) Maintenance.** Agencies should retain hard copies of Agency Training Plans for three years and make them available to the Office of Administration during post-audits of agency training and Personnel Management Reviews.

### **c. Annual Agency Training Report.**

**(1) Content Guidelines.** The Agency Training Report should include:

**(a)** A comparison of the projected training in the Agency Training Plan with the actual results achieved.

**(b)** A brief summary of noteworthy training accomplishments.

**(c)** Statistics on courses conducted, employees trained, training costs, and sources of training.

**(d)** A yearly summary for all approved out-service training paid for in the fiscal year; reference *Management Directive 535.3, Out-Service Training*.

**(2) Reporting.** By August 15 of each year, agencies are to forward an Annual Agency Training Report of the accomplishments of the previous fiscal year to the Office of Administration Employee Training and Development Division. Agencies should retain copies of Agency Training Reports for three years.

**d. Agency Post-Audit Documentation.** For post-audit purposes, agencies must retain the following documentation for each approved out-service training request for a minimum of three years:

**(1)** Completed Form STD-279, Out-Service Training Authorization, which shows relevance of the employee's current job or agency goals and an explanation showing why other training sources were inadequate.

(2) Justification for choosing the training source which details cost and content comparisons with other options.

(3) Employee evaluation of the training and feedback on the application of the training to the job and/or how it was shared with the work unit. Reference *Management Directive 535.3*.

**This directive supersedes Management Directive 535.7 dated July 7, 1982.**