



COMMUNIVERSITY

WARD EDWARDS TRAINING PROGRAM

Building Healthy Communities through People

PROGRAM FRAMEWORK

GUIDING PRINCIPLES:

1. Everyone has a purpose and is invited to pursue their passions and purpose at Ward Edwards
2. Individual development is a partnership between Ward Edwards and the employee and requires commitment and investment by both
3. Continuous improvement will occur by commitment to
 - quality and excellence
 - flexibility
 - feedback and adaptability
 - accountability
4. As foundational to company success and to support the program itself, profitability and client service remain paramount.

PROGRAM ELEMENTS:

1. Career Development Process
 - Recruiting
 - Assessment
 - Orientation
 - Acclimation
 - Development
2. Training
3. Mentoring
4. Measurement
 - Feedback and reporting
 - Certification for advancement



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PROGRAM SPECIFICS

TRAINING BUDGET

Each department determines its training requirements and its training budget in consultation with the program administrators

INDIVIDUAL DEVELOPMENT PLAN (IDP)

A training plan has been created for each employee. Each development plan specifies the employee's training needs, as determined by the employee, supervisor, and corporate priorities.

PROCESS

With input from many sources, program administrators identify training opportunities and match them to each individual's training needs. The employee's supervisor will be notified and asked to preapprove an employee's course attendance on a specific date and time. The program administrator will then invite the employee(s). In order to insure that training is prioritized, course attendance will be mandatory, once the invitation is accepted by the employee.

TRAINING CATEGORIES

- **Off-Site Seminars/Conventions:** course may span one or more days, and may involve travel and hotel stays (Examples: PM Boot Camp, LEED accreditation)
- **Friday Forums** (Lunch & Learn seminars): Lunchtime, informal presentations by topic specialists. Schedule to be published in the company calendar and attendance is open to any employee (Examples: Risk Management, Roundabout Design, Stormwater Management, Delegation Skills). Attendance optional.
- **Bonus Courses:** unexpected training modules (usually webinars brought in-house), that are offered with little notice. Bonus classes will be put on the schedule and offered to appropriate staff with as much lead time as possible (Examples: Introduction to Webex, 60 Minutes of Excel Shortcuts, How to Ask for a Raise). Attendance will be optional.
- **Corporate Priority Courses:** Training necessitated by new systems/procedures that have company-wide application. Such training may be offered on more than one occasion and employees will be required to attend one session of his/her choice (Examples: MS Office 2007, VOIP).