



# CALIFORNIA STATE UNIVERSITY, LONG BEACH

<b>Subject: Staff Training, Development, and Recognition Programs</b>	
<b>Department: Staff Personnel Services</b>	<b>Reference No.:</b>
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## **STAFF TRAINING, DEVELOPMENT, AND RECOGNITION PROGRAMS**

The goal of the Staff Training and Development program is to provide CSULB with a broadly skilled pool of qualified staff who will be prepared to meet the challenges of the campus's changing environment. We are committed to achieving a more diversified and experienced work force. We want to encourage the expansion of professional skills, foster careers, and enhance the professional environment at CSULB. Staff training and professional development are priorities for the University.

### **STAFF TRAINING**

Every attempt is made to provide quality professional and technical training opportunities for staff members. Our training program serves all levels of University employees. More than 50 different courses and programs are offered annually in the areas of professional and supervisory development, communication, customer service, business processes and operations, new employee orientation, health and safety, individual skills development, and much more.

All the workshops are conducted during normal working hours, Monday through Friday, 8:00 a.m. to 5:00 p.m.. All employees are encouraged to participate all workshops. Personal growth programs are also offered, and employees are encouraged to attend with supervisor's approval. For more information about our training programs, please visit our web site at <http://www.csulb.edu/stafftraining>.

### **RECOGNITION**

We recognize that the staff is the backbone of the University. It is our priority to retain and motivate our employees. A number of formal recognition programs exist on campus to recognize the contribution of staff members. The annual Service Awards Reception acknowledges long-term employees for their 10, 15, 20, 25, 30, 35, or 40 years of service to the University. The Employee of the Month award moves from one area to another on a monthly rotation basis, which allows employees from a specific school or department to nominate their colleagues who exemplify dedication and loyalty to the University. The Staff Applause program provides the opportunity for anyone to recognize a staff member who goes the "extra mile" in the performance of his or her job duties.

**FORMS:** NA