WSU TRAINING POLICY

University supervisors may release employees from normal work duties to attend training programs which promote professional development or improve jobs skills. An employee may take any amount of supervisor directed training, and an eligible full-time employee may use up to 96 hours of release time per fiscal year. An eligible part-time employee may use hours of release time prorated according to his or her FTE percentage.

Appropriate Use of Training Time
hrs.wsu.edu/training-time

BPPM 60.71: WSU Policy on Training and Development
hrs.wsu.edu/training-policy

BPPM 60.72: WSU Policy on Release Time for Training
hrs.wsu.edu/release-time

TRAINING MANAGERS GUIDE

Employees who have been designated as a "Manager" in WSU's Online Training System can assign courses and run reports that further enable the accomplishment of departmental training initiatives and development needs.

hrs.wsu.edu/training-managers-guide

Washington State University
Human Resource Services
French Administration, 139
Pullman, WA 99164-1014

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WASHINGTON STATE UNIVERSITY

Updated June 2016

Employee Training & Development

Are you growing?

Enrich yourself for your future. Grow and be noticed.

Thousands of online courses and publications available to all current WSU employees!

http://hrs.wsu.edu/skillsoft

Washington State University
Human Resource Services

Employee Training & Development

Instructor-Led Training

Human Resource Services offers Instructor-Led Trainings (ILT) that provide WSU system-specific training, as well as topics to address the needs of WSU employees.

ONLINE TRAINING

Over 3,000 interactive online courses and 25,000 online books are available to WSU employees. Interested in reading a book on communication skills? Aspiring to a leadership position? You can access that and much more through online training.

LOG-IN
http://hrs.wsu.edu/skillsoft

SKILLBURST!

SkillBurst! is a solution to the dilemma of too many professional development opportunities to choose from. Each ***SkillBurst!*** topic is a condensed package of preselected books and courses on a variety of fundamental development areas. To jump start your learning, just log into your account at **http://hrs.wsu.edu/skillsoft** and select "Browse the Library."

- Administrative Support
- Career Development
- Customer Service
- Interpersonal Communication
- Interviewing Skills
- Professional Behavior
- Working with Difficult People
- Workplace Ethics
- NEW topics added regularly!

FISCAL MANAGEMENT TRAINING RESOURCES

Three concept areas have been developed to expand knowledge and skills of WSU accounting systems, processes and procedures.

http://hrs.wsu.edu/fiscal

SUPERVISORY TRAINING

Designed to meet the training requirements of entry level supervisors, this series is an opportunity to learn supervisory skills and refresh current knowledge.

http://hrs.wsu.edu/supervisory

ESSENTIAL SKILLS FOR THE DEVELOPING LEADER

This Learning Program is designed to introduce critical skills and concepts to those aspiring to leadership positions

http://hrs.wsu.edu/dev

RESEARCH ADMINISTRATION SERIES

Designed specifically for those involved with the administration of sponsored programs, processes and requirements, this series is offered through the combined efforts of Sponsored Program Services, the Office of Research Operations and Support, and Human Resource Services.

http://hrs.wsu.edu/ras

DEPARTMENT CHAIRS AND DIRECTORS WORKSHOPS

The Office of the Provost sponsors this annual series to examine such topics as faculty performance reviews, personnel issues and recruitment, as well as graduate student and undergraduate student issues.

http://hrs.wsu.edu/chairs