

## Learning and Development Training Registration and Attendance Policy

### University Human Resources

By registering for a learning and development opportunity, you are making an important commitment to your professional development. Likewise, the University has made a commitment to providing a variety of dedicated resources to support your development. *This partnership in professional development is a shared responsibility.* As such, one of your responsibilities is to work with your manager to set aside time to participate in training, including completing any required pre-work.

The following registration and attendance policies for learning and development programs are effective July 1, 2015. These policies ensure we use Brown's limited resources to train staff effectively in the skills needed to operationalize the goals of the University's strategic plan.

For the purposes of this policy **attendance** is defined as participating in a program as designed, including arriving on time, staying for the entire session, and attending all sessions of multi-session programs.

- **General Cancellation Policy:** Cancel registration well in advance of a scheduled session. *If you must cancel, do so no less than 3 calendar days in advance of a single-session program and no less than 10 calendar days in advance of a multi-session, full-day, Leadership Certification Program Session<sup>1</sup>, or Assessing and Developing Emotional Intelligence for Staff.*

Some programs have more specific attendance policies as indicated below.

- **Multi-session or Full-day Program Attendance Policy:** If a registered participant does not attend all sessions of a multi-session or full-day training program, their department will be charged a \$25.00 per session *no-show fee*.
- **Assessing and Developing Emotional Intelligence for Staff:** There is a \$140.00 materials fee for this program. The fee is to be paid by the department. Once you are registered for this program, your department owns the seat. If you are unable to attend or are absent from the program, your department may send a substitute in your place.
- **Leadership Certification Program Attendance Policy:** All newly-hired and promoted leaders grades 12 and below are required to participate in Brown's *Leadership Certification Program*. The certification program consists of a leader orientation session, to be completed before the end of the leader's probationary period, followed by 8 core and 3 elective modules to be completed within 3 years of the leader's date of program registration.

## UHR Training Attendance Policy

*If a leader does not attend a core leadership session for which she/he is registered, his/her department will be charged either a \$25, \$75, or \$140 no show fee, depending on the session.<sup>2</sup> A leader must cancel her/his registration for a core leadership session 10 calendar days prior to the date of the session to avoid the fee.*

- **RIHETC Program Attendance Policy:** Registration for centrally-funded, external programs offered through the Rhode Island Higher Education Training Consortium (RIHETC) requires written approval from the participant’s manager. Seating is limited and is awarded on a first-come, first-served basis. We will not register you until we receive written approval from your manager.

If you are unable to attend or are absent from the program, the program cost will be charged back to your department. However, your department may send a substitute in your place. RIHETC program costs vary.

### NOTES:

1. The Center for Learning and Professional Development (CLPD) will generate periodic attendance reports for HR Business Partners. CLPD will make exceptions for extenuating circumstances (illness or emergency); however, workload and meeting conflicts are not considered extenuating circumstances.
2. Leadership Certification Program titles and their corresponding no-show fees:

| Session Title                   | Fee       |
|---------------------------------|-----------|
| Advanced Emotional Intelligence | \$ 140.00 |
| A Leader’s Guide to Delegating  | \$ 25.00  |
| All Other Core Modules          | \$ 75.00  |

*Note: This list is subject to change as the program evolves and will be updated accordingly.*