SUBJECT:
Department of Viticulture & Enology Staff Training and Career Development Program

PURPOSE:
The purpose of this program is to provide much-needed training and to encourage additional training in areas that are not covered by classes offered through the Staff Development and Professional Service department.

RECIPIENT ELIGIBILITY:
All Professional Support Staff (99,CX, EX, NX, RX, SX and TX collective bargaining units) and Managers and Senior Professionals. Both career and casual employees are eligible to receive development funding. (to committee: Please see attached list of names)

USE OF FUNDS:
Below is a list of possible training needs; however, in order to have a clear picture of what the staff needs, we will issue a survey to all staff (please see attached for more details).

Preliminary review of current needs:
1. Computer training
2. Scientific and technical training
3. Purchase of training material (e.g., Program Tutorial, books, manuals)
4. Team development
5. Department training seminars (e.g., customer service)
6. Cooperative efforts with other departments or programs that meet joint needs.
7. Job-related individual career development activities that provide benefit to both the employee and department.

After we get the feedback, we will update the above list to better represent the current needs of the employees in this department. The committee has also developed a “Grant Application” that each employee can use to apply for these funds (please see attached copy). Any remaining funds will be used to fund a staff retreat.
APPLICATION PROCESS:

An employee should attempt to obtain funding through his or her immediate supervisor for all job-related training. If no funds are available, or additional funds are needed, employees can apply for a grant by completing the following:

1. Individual Development Plan (IDP) [http://sdps.ucdavis.edu/forms/idp.doc](http://sdps.ucdavis.edu/forms/idp.doc)

2. Grant application requesting Department of Viticulture & Enology General Staff Training and Development Funds (include: proposed cost, reference your IDP that is to be prepared in consultation with supervisor and other relevant specifics). Be sure to sign the request and obtain your supervisor’s endorsement (signature).

Send the above to:
Staff Training & Development Committee
Attn: C.M. Lucy Joseph
Viticulture and Enology Department

Grants will be considered in the following order:
1. Job-related
2. Career-related
3. Personal development
4. Special interest

A committee will evaluate applications and prioritize them according to the benefit to the employee and to the department. Once the committee makes a decision, the applicants will be notified via e-mail (or via fax, if the employee does not have e-mail).

EXPECTATIONS:

In order to maximize the benefits of the training, recipients will be expected to submit a brief report (not to exceed one page) explaining the key concepts learned and how he or she will apply the training. The report should be submitted to the committee within 30 days of completion of the training, and should be carbon copied to the supervisor.

If you have any questions, please consult with your supervisor or C.M. Lucy Joseph, Department of Viticulture & Enology.

Our committee is composed of the following staff:

- Dan Ng  SRA – RX
- Lewis Woody  Vineyard – SX
- Lucy Joseph  Dept/SRA – RX
- Nona Ebisuda  KAC – TX
- Paul Green  Winery – SX
- Laura Ayala  Clerical – CX