

DJJ Office of Training – Professional Development Course Process

In accordance with DJJ 4.1, Training Program, the Office of Training will assist with the planning and coordination of specialized training and Professional Development Courses. Professional Development Courses are specialized training programs approved by the Office of Training and provided to Department staff to enhance job-specific knowledge and skills. The development of these programs is led by the division head or designee, and the Office of Training provides assistance with program coordination and logistics. DJJ Professional Development Courses must be approved through the division chain of command and the Director of Training and will be granted credit based on the program content being commensurate with the DJJ training requirements.

DJJ directors or designees requesting to receive Office of Training coordination, facilitation or financial support for a Professional Development Course must follow the guidelines specified in this document. The Office of Training may not provide assistance, credit or support for requests made outside of the guidelines established in this document.

DJJ directors or designees requesting assistance for a Professional Development Course must complete the following forms and provide the applicable documentation. All documentation and forms are to be forwarded and reviewed by the Office of Training prior to signing any agreements with vendors, consultants or speakers:

- Office of Training Event Reservation/Training Planning Form;
- Professional Development Conference Agenda (rough draft is acceptable);
- DJJ Central Office Staff Action Cover Sheet (required if seeking external speakers with contracts), and
- Request for Fee Paid Professional Services (required if seeking external speakers with contracts).

If approved, the following forms and documentation must be completed and forwarded to the Office of Training to complete the processing of payments for vendors, consultants or speakers:

- W9 Form (completed by the vendor, consultant or speaker);
- Immigration and Security Independent Contractor Affidavit (completed by the vendor, consultant or speaker and notarized);
- Photocopy of the Independent Contractor's driver's license (completed by the vendor, consultant or speaker), and
- Per Diem Services Rendered (completed by the vendor, consultant or speaker on day of service delivery)

The Office of Training will provide financial support for DJJ personnel who attend approved Professional Development Courses. The Office of Training will support up to 100% of costs associated with lodging and meals. The Office of Training will support up to \$5,000.00 of an Independent Contractor's costs; unless it is determined additional financial support is feasible. Travel costs will be supported by the attendee's Division, unless the Office of Training determines financial support is feasible.

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The Office of Training is providing the following step by step process as a guide for DJJ directors or designees who are requesting to receive financial support or planning coordination from the Office of Training for the division's professional development course.

Step 1: The DJJ director or designee will initiate the request for assistance by completing the Office of Training Event Reservation/Training Planning Form no fewer than six (6) months prior to the program's tentative start date.

The division designee will complete all sections of the Event Reservation/Training Planning Form.

1. Name of requestor
2. Email Address
3. Agency Unit (*ex. Training, Human Resources, Financial Services...*)
4. Agency Division (*ex. Division of Support Services...*)
5. Phone Number of requestor
6. Event Name or title (*ex. Programs and Transitional Services PDC...*)
7. Maximum Attendees expected for the event.
8. Room Setup (*ex. Classroom Rows, Round Tables...*)
9. Beginning Time to start the event
10. Ending Time for the event
11. Type of Event (*ex. Professional Development Course...*)
12. Event Location (If using location outside of Forsyth, GA; *ex. GPSTC, DJJ Academy, State Location-outside Forsyth...*)
13. Event Dates (Enter the 1st and 2nd options for the dates).
14. Equipment Needs. (Select all needs required or enter additional information in the "Other" section).
15. Select if meals, lodging or refreshments will be required for the event.
16. Additional comments will be added in the final section of the form. The requestor should ensure all special requests are included in this area of the document.

Step 2: The Division Director or designee will forward the Office of Training Event Reservation/Training Planning Form and draft agenda to the Office of Training Director six (6) months prior to the program's planned start date.

Step 3: The Office of Training Director will review the training event planning form to determine approval and next steps for planning.

The Office of Training Director will respond to the Division Director or designee within five (5) business days to schedule a PDC Planning Meeting.

Step 4: The Office of Training Director and the Division Director or designee will conduct the PDC Planning Meeting within ten (10) days of the Office of Training Director receiving the Event Reservation/Training Planning Form.

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The objective of the meeting will be to:

- confirm location expectations;
- financial support expectations;
- assign the Office of Training Correspondent; and
- Prepare the planning itinerary.

Step 5: The Office of Training Correspondent will maintain communication with the Division Director or designee to ensure the PDC planning itinerary is maintained.

The Office of Training Correspondent will be responsible for:

- Reserving the event location after receiving approval from the Division Director and Office of Training Director;
- Coordinating location setup and arrangements with the location correspondent;
- Organizing the event registration process through the Training Resource Information System (TRIS);
- Organizing the event lodging registration process;
- Managing, in collaboration with the Division Director or designee, the on-site event registration process;
- Developing the rosters and evaluations for the event;
- Attending the event to provide on-site assistance as needed; and
- Ensuring travel, consultant and other post-event measures are appropriately managed.

Step 6: The Office of Training Director will present the Division Director or designee and the Deputy Commissioner of Support Services with the event after action report no later than thirty (30) days of the events final day.