

STATE OF DELAWARE



EXECUTIVE DEPARTMENT
DOVER

EXECUTIVE ORDER
NUMBER THIRTY

TO: HEADS OF ALL STATE DEPARTMENTS AND AGENCIES

RE: TRAINING AND DEVELOPMENT OF STATE EMPLOYEES

WHEREAS, citizen demand for cost-effective, customer-friendly services and responsive government requires the State of Delaware continuously to improve the quality of the services it delivers; and

WHEREAS, the effectiveness of government depends on the quality of state employees and a commitment to their training and development; and

WHEREAS, the workforce of the future must be trained and retrained in new methodologies, technologies, and management processes; and

WHEREAS, the National Commission on the State and Local Public Service recommends creation of a learning environment by restoring employee training and education budgets; and

WHEREAS, the Commission on Government Reorganization and Effectiveness has recommended expanding the training opportunities offered to state employees, assuring consistent availability of training funds, encouraging career development, improving productivity

and services, and providing a foundation for the State's workforce to meet the challenges of the Twenty-First Century; and

WHEREAS, the Task Force on Workforce Quality and Personnel Reform established by Executive Order 14 has made several training and development recommendations to improve the training of state employees.

NOW, THEREFORE, I, THOMAS R. CARPER, by virtue of the authority vested in me as Governor of Delaware, do hereby order and declare that:

1. Executive Branch departments and agencies, in cooperation with the Budget Office, shall make the training, education, and development of state employees a priority which shall be included in strategic planning and budget preparation, and are urged to commit a minimum percentage of payroll and individual employee work time to training and development activities. Agency management shall encourage appropriate training and development, provide equal access to training by making arrangements for all employees to participate in training relevant to their jobs, and shall include training and development as part of employee performance plans.

2. Each department and agency shall designate a representative responsible for identifying training needs; developing and implementing plans to meet those needs; and assuring that training supports organizational goals, objectives, and strategic plans.

3. The mission of the State's training and development function shall be to provide programs and technical assistance that enhance the knowledge, skills, abilities, and performance of state employees, thereby improving the quality of services rendered to the citizens of Delaware. Training programs shall be designed to:

- a) improve the performance of state employees;
- b) improve and expand services to the public through better use of existing resources;
- c) streamline government operations;
- d) promote career development;
- e) maintain ethical standards and competence;
- f) help agencies meet goals;
- g) promote sharing of information and resources among agencies; and
- h) prepare agencies for change.

4. The State Personnel Office's Training and Development Unit shall serve as a resource for supporting employee and organizational development by providing advice, assistance, and coordination to other state agencies, and shall continue to offer programs such as the Management Development Institute, the Career Enrichment Program, the Management Fellows Program, Blue Collar Jobs Training, Organizational Development Services, and Customized Agency Programs.

5. All departments and agencies shall share training information and resources and promote the consistent availability of training opportunities by cooperating with the State Personnel Office and the Statewide Training Advisory Network ("STAN").

6. The Management Development Institute Advisory Board is hereby renamed the Training and Development Advisory Board (the "Board") and its role is hereby expanded to include the provision of advice regarding all statewide training programs. The Board will advise and assist the State Personnel Director in promoting training and development programs to

improve the quality of service to Delawareans. Such programs shall include: customer service; teamwork; workplace diversity; organizational development; literacy; total quality; computer technology; management development; managing change; competency-based training; and career development. The Board will promote training partnerships between the State and private industry/business, educational institutions, non-profit organizations, employee unions, and other government organizations.

7. The Board shall consist of 14 members, appointed by the Governor and to serve at his pleasure, broadly representative of business and industry, private non-profit organizations, education, employee unions, and government. A representative of STAN shall also be a member. The Governor shall designate one member of the Board to serve as Chairperson. Staff support for the Board shall be provided by the State Personnel Office.

8. Executive Order Number 48 of Governor Michael N. Castle is hereby rescinded.

APPROVED this 19th day of July, 1995.


Governor

ATTEST:


Secretary of State

