

STATE OF DELAWARE



EXECUTIVE DEPARTMENT DOVER

EXECUTIVE ORDER
NUMBER EIGHTEEN

TO: HEADS OF ALL STATE DEPARTMENTS AND AGENCIES
RE: HUMAN RESOURCE DEVELOPMENT

WHEREAS, modern enterprise must assume responsibility for training and upgrading its employees to overcome the shortfall between general education and the required measure of expertise needed on the job; and

WHEREAS, properly administered employee development programs, based upon valid needs assessment, can ameliorate the difference between initial entry skills, knowledges, and abilities and those needed to perform efficiently and effectively; and

WHEREAS, it is incumbent on every department and agency to strive earnestly to be responsive to the needs of the citizens of Delaware by maximizing the job-performance of its employees.

NOW, THEREFORE, I, PIERRE S. du Pont, IV, by the authority vested in me as Governor of the State of Delaware, do hereby declare and order as follows:

1. That the self-improvement efforts of all State civil servants employed under the provisions of 29 Delaware Code, Chapter 59, be supplemented by government-sponsored programs dedicated to the enhancement of those skills, knowledges, and abilities which result in improved job performance.

(a) The programs shall be continuous in nature, subject to supervision and control by the Director of Personnel and review by the Executive and Legislative Branches of Government.

(b) The programs shall be designed to achieve these specific goals:

- (1) Superior service to the people of Delaware
- (2) Dollar savings
- (3) Establishment of an assemblage of skilled and efficient public servants
- (4) Reduced personnel attrition
- (5) Fair and equitable treatment for all employees with respect to training opportunities.

2. The responsibility for Human Resource Development in the classified service is shared as follows:

(a) The Director of Personnel has overall responsibility for direction and control of all training programs and shall transmit periodically to the Governor certain reports on activities.

(b) The head of each Department and Agency is responsible for:

- (1) Determining the training needs of all employees assigned to his department/agency
- (2) Determining the kinds of training to be provided and the facilities to be used
- (3) Establishing and operating training programs to satisfy these needs
- (4) Establishing criteria for the selection of employees to receive training
- (5) Determining the method, means, and extent to which his department/agency will finance training programs
- (6) Evaluating the results of training conducted
- (7) Reporting to the Governor on training activities, as necessary
- (8) Encouraging the self-educated, self-improvement, and self-training of all employees in his department/agency.

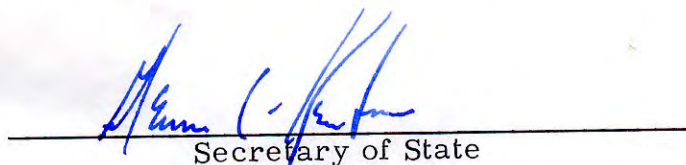
(c) The Administrator of Training, is responsible to the Director of State Personnel for:

- (1) Planning, developing, coordinating, conducting, and evaluating state-wide training programs
- (2) Assisting all departments/agencies in fulfillment of their training responsibilities as indicated in this Executive Order.
- (3) Designing, implementing, and maintaining a system to provide necessary staff assistance to the Governor relative to human resource development.

APPROVED THIS 26th day of May, 1977.


Governor

ATTEST:


Secretary of State

