

## TRAINING

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### SUMMARY

Human Resources Department's Training and Development Unit is the centralized training program designed to serve the organizational and educational needs of Miami-Dade County employees. This internal, customer service-focused training program provides learning opportunities on a myriad of subjects. While internal offerings focus on policies and procedures that complement the strategic vision, academic, career development, and continuing education coursework is offered through public and private partnerships. Employees can obtain information by accessing the web page [www.miamidade.gov/humanresources/training-development.asp](http://www.miamidade.gov/humanresources/training-development.asp).

### PROCEDURE

1. Follow internal department procedures to obtain approval to participate in any training offered by the Training and Development Unit.
2. Complete training course application and provide to your supervisor for signature.
3. Contact Human Resources Department at (305) 375-2473 if reasonable accommodation is required to participate in the training.
4. Supervisor signs application and returns it to the employee.
5. Obtain authorizing signature, if different from supervisor.
6. Submit electronic application at <http://www.miamidade.gov/humanresources/training-development.asp>. Employee will be contacted if registration cannot be completed.

### CONTACT(S):

#### Department/Division

Human Resources Department/Training and Development Unit