

# The Jessamine Place **Our Employee Training Priorities**

*“We believe our employees are the key to our success. You are the cream of the crop and have the strongest stake in our consumer’s future!”*  
-- Shirley B. Brooks, Executive Director

In an ideal world, we would be able to hire people who already possess the exact skills we need. But in today’s competitive labor market, demand for skilled workers far exceeds supply. That’s where our training program comes in. Not only does instruction arm you with needed professional or technical skills, but it also shows that you are invested with us and we are interested in bringing you into The Jessamine Place’s future. We want you to be motivated and involved.

1. **Our training is an investment.** The reason training is often considered optional at many companies is because it is thought of as an expense rather than an investment. While it’s true that training can be costly up front, we see it as a long-term investment in your growth and development.
2. **Together, we determine your needs.** No one has unlimited time or funds to execute the perfect employee training program; so, we decide early what the focus of your training program will be. Together, we determine what skills are most pertinent to address current or future needs or ones that will provide the biggest payback.
3. **At The Jessamine Place, we promote a culture of learning.** In today’s fast-paced economy, if a business isn’t learning, it’s going to fall behind. A business learns as its people learn. It is our expectations that all employees should take the necessary steps to hone their skills and stay on top of their profession. We make sure that we support those efforts by providing the resources needed to accomplish this goal.
4. **Our management team is on board with your training.** Once we develop a prioritized list of training topics that address key needs, know that our management team is rallied behind the initiative.
5. **We choose quality instructors and materials.** Who we select to conduct the training makes a major difference in the success of your efforts, whether it’s a professional educator or simply a knowledgeable staff member. Having the right training materials is also important — after the training is over, these materials become valuable resources.
6. **We choose the right space.** Our training locations are conducive to learning. We select an environment that’s quiet and roomy enough to spread out materials and we make sure the space is equipped with necessary technologies to present a visually stimulating training session.
7. **We clarify connections.** Sometimes employees may feel that the training they’re receiving isn’t relevant to their job. It’s important to us that we help you understand the connection early on, so that training is not viewed as a waste of valuable time. We see training as an important addition to your professional portfolios. That’s why we award people with completion certificates at the end of the program.
8. **Our training is ongoing.** We don’t limit training solely to new employees. Our training programs maintain all employees’ skill levels, and continually motivate them to grow and improve professionally.
9. **We measure results.** Without measurable results, we cannot show the value gained from the training—our goal is to have an acceptable rate of return on this investment.
10. **Our training is for YOU!** We value your feedback and are continually improving the training process. Please do not hesitate to let us know what went well during the training experience and where there are opportunities for betterment.