

(3) review all departmental training policies and management arrangements;

(4) coordinate both in-service (including inter-agency) and "outside" training programs among the State agencies.

(f) *Establishment of Training Program*

(1) The head of each department, agency or institution shall file with the Commissioner, a manpower plan by July 1, 1970, and annually thereafter, composed of at least the following:

(a) a detailed five-year projection of manpower needs by job family plus an estimated ten-year projection,

(b) an analysis of availability of the projected needs,

(c) the agencies intended actions and recommendations to meet the manpower projections.

(2) The head of each department, agency, and institution shall inform all employees and the Commissioner in writing by January 1, 1969 of:

(a) the policies and management arrangements which are to govern the training of employees in the department,

(b) the purpose for which the employee training will be given,

(c) the names of those employees assigned training responsibilities within the department, plus a description of the responsibilities of each employee so named.

(3) The head of each department shall also take such administrative action as is necessary to insure that:

(a) the department's organizational and administrative provisions for employee training are adequate;

(b) information, with respect to the general conduct of the department's training program, is maintained on a current basis;

(c) each employee in his agency has adequate career development opportunities.

(g) *Selection and Assignment of Trainees*

(1) In selecting employees for training, the following shall be considered:

(a) need for training, and if applicable, the employee's potential for assuming more responsible duties;

(b) extent to which the employee's knowledge, skills, and attitudes are likely to be improved by training;

(c) extent to which the employee is believed to be willing and able to instruct other employees in his newly acquired knowledge and skills;

(d) length of training, cost of training, and expected benefits to the department and the State of Maryland.

(2) All employee training, taken on official time, must be considered part of the employee's regularly assigned duties and his performance will be rated accordingly.