

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

(4) Coordinate both in-service (including interagency) 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]** *Secretary* 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 two-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]** *Secretary* 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.

(h) Evaluation of training.—(1) Each department shall provide for the evaluation of the results and effects of all training provided its employees and report the results to the **[Commissioner]** *Secretary* in such manner as he may prescribe.

(2) Decisions as to the specific manner and means of evaluation to be used, should be reached prior to the start of each training program rather than during the program or at its conclusion.

(i) Exchange of training information.—Each department shall, upon the request of the **[Commissioner]** *Secretary*, or at such time in such manner as it deems appropriate, inform the **[Commissioner]** *Secretary* and such departments as may be especially concerned of new, different or particularly successful training practices or materials which it develops or acquires.

(J) (3) (E) Audiovisual training aids: When properly integrated with the subject content of a training course, audiovisual aides can be used to enrich the learning experience of the participant. Movie and slide projectors, tape recorders and other types of training aides are