

(c) *Supervisory responsibilities.*—It is the responsibility of each supervisor in the State to:

(1) Determine the individual and collective training needs of employees under his supervision;

(2) Stimulate and encourage each of his employees to work toward greater job effectiveness and self-improvement;

(3) Arrange in normal program planning to meet those necessary training needs that cannot reasonably be met by the employee alone;

(4) Actively support those in-service, interagency and outside training programs that will contribute to the more effective utilization of State government manpower;

(5) Provide each employee with adequate information on the objectives, policies and programs of the State government, his department, and his organizational unit so that he will be guided by a clear understanding of the work of the State government, the department and unit in which he is employed;

(6) Identify and participate in the development of those of his employees who show the greatest potential for advancement.

(d) *Departmental responsibilities.*—The head of each department, agency, and institution shall be responsible for the training of employees under his jurisdiction. Funds, facilities, and management arrangements for the employee training shall be the responsibility of each agency head. In addition, he shall assign authority to the appropriate units or officials for the planning, execution and evaluation of the employee training and development activities of his organization and assume full operating authority for all in-service training within his department.

(e) *Staff supervision and coordination responsibilities.*—Among other responsibilities, the Secretary has the responsibilities for promotion, coordination and facilitation of training activities conducted; for issuing statewide training regulations; and for reviewing and reporting on specified training activities authorized by the Governor and the legislature. The director of training, in the office of the Secretary, is delegated staff responsibility for the purpose of gaining maximum coordination and consistency in the training programs of the State agencies.

He shall:

(1) Assist the Secretary in developing statewide training rules and regulations;

(2) Advise and assist the Secretary and agency heads on matters relating to employee training and development;

(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 Secretary a manpower plan by July 1, 1970, and annually thereafter, composed of at least the following: