

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Cottonwood Industries

POLICY NO: 20-007

SUBJECT: Career Development Training and Activities

EFFECTIVE DATE: February 1988

Policy:

In the event that work is not available for consumers during working hours, Career Development Training shall be offered through Cottonwood Industries to support individuals to develop skills to enhance career opportunities. These activities are counted as non-paid time. Outside activities may also be an option depending on personal preference and schedule. A bulletin board will be maintained in the consumer breakroom with postings of upcoming community events and activities.

Procedures:

1. Cottonwood Industries will review available work training materials to assure that there is a sufficient amount of materials and packets available for the consumers and that the training is updated, age appropriate, complete, of good quality, and appropriate for the consumers being served. Consumer input will be included in the available training options and non-work activities.
2. Cottonwood Industries supervisors must provide appropriate Career Development activities for consumers when paid work is not available. Cottonwood Industries will develop and organize training materials and will train and assist staff in the effective use of training curriculum. Supervisors will develop daily lesson plans as needed and submit to the Program Facilitator. Development materials and packets will be kept in Bldg. II at designated locations and will be available for staff to use as needed.
3. Two months before each consumer's scheduled Person Centered Support Plan the Cottonwood Industries Supervisor will complete the Work Skills Assessment and send to the case manager, and coordinator. The Person Centered Support Plan document will include a list of work skills/career development training activities.
4. When training is performed, the Cottonwood Industries supervisor will document on the worker's timecard the appropriate training code. When requested, a printout will be made available listing all training implemented during the period.