



**DEPARTMENT OF HUMAN RESOURCES
IN-SERVICE TRAINING PROCEDURE**

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1. PURPOSE

The purpose of this procedure is to support the planning, implementation, and evaluation of in-service training activities for the personnel of Cyprus Aydin University, other than academic training, in line with internal objectives and the institution's values and principles.

2. SCOPE

This procedure covers all administrative and academic personnel and personnel training activities.

3. DEFINITIONS

3.1 Mandatory Trainings: These are trainings planned by the Rectorate and the Secretary General's Office in line with the needs of personnel/departments, in which participation is compulsory.

3.2 External Trainings: These are trainings provided by various institutions/organisations, either within or outside the university.

3.3 Internal Trainings: These are trainings provided within the university.

4. IMPLEMENTATION

3.1. Basic Approach

- 3.1.1. Ensuring that personnel adapt to changes, developments, and new technologies,
- 3.1.2. Enhancing the knowledge and skills of personnel in line with quality improvement activities,
- 3.1.3. Raising personnel awareness of the concept of efficiency and ways to increase efficiency,
- 3.1.4. Assisting personnel in their professional and cultural development,
- 3.1.5. Providing in-service trainings on a regular and effective basis.

Prepared by Strategy and Quality Development Department Signature	Reviewed by Secretary General Signature	Approved by Rector Signature
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