




Approved by: Juan Williams, Commissioner	Policy Number: 16-001 (Rev. 07/01/2023)
Signature: 	Supersedes:
Application: All employees	Effective Date: April 1, 2016
Authority: Tennessee Code Annotated § 8-30-104; § 8-30-105	Rule: 1120-08

Learning and Leadership Development Attendance and Cancellation Procedures

The purpose of this policy is to establish attendance and participation parameters for all workshops conducted by the Learning and Leadership Development (LLD) division as well as to outline workshop cancellation procedures.

Participation Limits for All Workshops

For face-to-face participant workshops facilitated by LLD staff and held in the Nashville area, the minimum number of registered participants required for workshops shall be five (5). For virtual workshops, the maximum number of registered participants shall be twenty (20). For those workshops held outside of the Nashville area where an LLD facilitator is required to travel, the minimum number of registered participants shall be fifteen (15). All face-to-face and virtual participant workshops shall be limited to a maximum of twenty-five (25) participants, excluding agency specific and specialty workshops.

For train-the-trainer workshops (excluding How to Facilitate Certification, and Respectful Workplace Certification courses) facilitated by LLD staff, the minimum number of registered participants shall be six (6) and the maximum number of registered participants shall be twenty (20). For train-the-trainer workshops facilitated by LLD staff where travel by the LLD facilitator is required outside the Nashville area, the minimum number of registered participants shall be twelve (12).

How to Facilitate Certification workshops shall be limited to a minimum of six (6) registered participants and a maximum of eight (8) registered participants. For Respectful Workplace Certification workshops, participation shall be limited to a minimum of five (5) and a maximum of ten (10) registered participants.

Variances to these minimum and maximum attendance numbers may be approved by LLD. In circumstances where workshops need to be cancelled or rescheduled, LLD will make every attempt to provide notification directly to registered participants at least forty-eight (48) hours in advance.

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Inclement Weather Cancellation Policy¹

During periods of inclement weather, participants should guide themselves in accordance with Policy 12-037, *Employee Absence and State Office Closures Due to Inclement Weather*. Employees should use their best judgement in making a determination as to whether his or her safety will be placed in jeopardy by traveling to attend a workshop.

In circumstances where LLD staff scheduled to facilitate a workshop are unable to travel due to inclement weather, the scheduled workshop will be cancelled, and every effort made to notify registered participants of the cancellation within twenty-four (24) hours. If participants are scheduled to travel to a workshop and inclement weather is pending, the participant should contact LLD to ensure the workshop has not been cancelled. As a general practice if the local area school districts are closed, LLD workshops scheduled for those days will be cancelled.

In the event inclement weather is pending or existing, LLD shall:

1. Email all registered participants notifying them to check the news regarding the closing of your local area school district(s).
2. Notify registered participants to consult with their manager prior to traveling if inclement weather is pending.
3. If your local area school district(s) are closed, send an email to registered participants by 7:00 a.m. the day of the class confirming that the class has been cancelled.
4. Primary responsibility for workshop participant notification rests with the learning facilitator or staff member responsible for facilitating the effected workshop. The assigned facilitator will ensure they have a list of registered participants with them the day before as they may have to send this email from a remote location.

Tardiness and Absenteeism

All workshops will begin promptly at the scheduled start time. A participant is considered late after the workshop is in progress. A participant is also late if he or she returns from a break after the workshop session has reconvened. If a participant misses fifteen (15) minutes or more of a workshop due to tardiness or absenteeism, the facilitator reserves the right to not issue completion credit. The participant should be informed of this during the session and asked to reschedule.

¹ Applies to face-to-face events only. Virtual events will be held as scheduled.

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Participant Participation in Virtual Workshops

Participants must commit to active participation during a virtual workshop and should be prepared to be called on. Active participation will aid in keeping participants engaged and encouraging them to interact. If a participant does not actively participate in the virtual workshop (e.g., not responding to the facilitator when called on repeated times, not responding to questions in the chat, or not responding or participating in group activities or discussions using the interactive tools), the facilitator reserves the right to not issue completion credit for the workshop. The participant will be notified that completion credit was not granted.

Questions regarding this policy shall be directed to the Learning and Leadership Development division.