



..... 2025-2026
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Tasks and responsibilities of --- **Continuous development unit**

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Tasks and responsibilities of Continuous development unit

1. Perform orientation program for newly recruited staff
2. Gather data from employees and stakeholders through surveys, or observation to evaluate present training needs conducting of staff development programs.
3. Evaluate the development programs' efficacy by observation, performance reviews, and feedback
4. Provisions for professional development programs external to institution.
5. Reporting and continuous development of staff development activities
6. Recognizing and rewarding staff members who are actively involved in professional development, as well as providing recognition at college events
7. Feedback mechanisms that guarantee employees receive constructive feedback and identify areas for personal development