

O. TRAINING PLAN. EXECUTIVE SUMMARY.

The Training Plan of the Centre for Demographic Studies sets out the objectives, field of application, offer and forms of training and the process of preparing the Plan, which begins with the detection of needs and ends with its evaluation. The document also sets out the financing and includes annexes corresponding to indicators and the evidence of implementation of the training plan.

FIELD OF APPLICATION

- A. Doctorate research staff.
- B. Research staff in training.
- C. Research support staff (technical, administrative and management).

FORMS OF TRAINING

1. Internal training (generic): this training is designed by the centre itself
2. External training (specific): activities relating to specific requirements

CALENDAR AND ANNUAL SCHEDULING OF TRAINING ACTIVITIES

- October-December. Diagnosis of training needs
- January-February. Dissemination of generic training.
- June-July. CED staff survey on:
 - A. Proposed training activities
 - B. Evaluation of training activities

PROCESS OF PREPARING THE TRAINING OFFER

- Identification of training needs
- Approval of the CED annual training plan by the executive team
- Implementation of the training plan
- Collection, analysis and evaluation of the results

FINANCING

Research projects financed externally can have specific items to finance the organisation expenses and/or to participate in training and/or dissemination activities.

INFORMATION AND APPROVAL BY THE GOVERNING BOARD

The executive team of the CED is responsible for reporting on the training activities of the CED staff to the Governing Board of the CED. The executive team of the CED assesses the results and, if appropriate, approves the proposals for improvement arising from the analysis of the results.