

Measure of the Faculty of Pharmacy of Masaryk University No. 1/2024

**Education and Staff Development at the MU
Faculty of Pharmacy**

(as amended with effect from 13 May 2024)

Article 1

Introductory Provisions

- (1) This measure defines the procedure for identifying and meeting the educational and development needs of employees at the Faculty of Pharmacy MU (hereinafter referred to as FaF MU).
- (2) The terms employee, manager, and dean also include their feminine noun gender. The generic masculine is used only for reasons of clarity and comprehensibility of the text and does not refer to the identity of specific persons.

Article 2

**Basic Principles of Education and Development at the Faculty of
Pharmacy MU**

- (1) **The basic types of training in terms of the employee's work cycle** are:
 - a) Adaptation of new employees
 - b) Professional development training - maintaining/upgrading existing qualifications in hard skills (including language skills) or soft skills needed for the job.
 - c) Continuing education aimed at acquiring new knowledge and skills needed for career advancement/change.
- (2) **The identification of employees' training needs** is mainly carried out in the following ways:
 - a) Identification of needs by managers who are obliged to create conditions for improving the professional level of employees in accordance with the Labour Code.
 - b) Adaptation process for new employees, which is carried out in the [Inet MU](#) application and includes adding activities and training to the adaptation plan, or determining other necessary areas of training when evaluating the adaptation process (exit questionnaire).
 - c) Ongoing decision by the manager to add qualifications in the required area of work.

d) As part of regular staff evaluation, which is a tool for management and human resources. The purpose of the evaluation is to continuously assess the performance areas of employees, including the assessment of their development needs, and to set up an individual development plan for the next period.

e) Based on the identification of their training needs, employees may propose their participation in training to the manager; their participation in a specific training event is subject to the manager's approval.

Article 3

Providing Education and Development at FaF MU

- (1) The manager assesses training needs according to their importance in relation to the work activities performed or the individual development plan and formulates requirements for specific training/development activities.
- (2) The provision of training/development requirements is organised and funded at the individual department or workplace level for **specialist skills** (usually hard skills necessary to do the job, e.g. scientific orientation, technical skills, knowledge of law, knowledge of software, knowledge of English, etc.). In exceptional cases, it may be organised and funded at MU or faculty level.
- (3) The provision of training/development requirements for **soft skills** (personal development, presentation skills, team leadership, organisational skills and effective communication) is organised and funded at MU or faculty level. Exceptionally, it may be organised and funded at departmental or workplace level.

Article 4

Final Provisions

- (1) I hereby delegate the interpretation of this measure and its updating to the Office for Quality.
- (2) Compliance with this measure is monitored by the Vice Dean for student affairs, alumni relations and personnel development.
- (3) This measure shall enter into force and effect on 13 May 2024.

In Brno, 13 May 2024

prof. PharmDr. Mgr. David Vetchý, Ph.D.
Dean
signed electronically