



Office of the Mayor  
City of Columbus  
Ohio

**EXECUTIVE ORDER**

**03 – 01**

**MICHAEL B. COLEMAN, MAYOR**

**February 1, 2003**

**WHEREAS**, the Columbus Covenant established in 2000, states that one of the Principles of Progress is to deliver measurable, quality public services and results to our residents; and

**WHEREAS**, the goals of the Covenant include emphasizing peak performance by investing in all city employees and developing systems that support a high-performing city government; and

**WHEREAS**, the City is committed to encouraging and promoting participation in learning opportunities; and

**WHEREAS**, a Training Design Team comprised of Department representatives and external resources, was established to identify ways the City can provide quality training that supports the Columbus Covenant while maintaining fiscal efficiency and prudence; and

**WHEREAS**, the Training Design Team also developed a business plan which created a Training Enterprise and special revenue fund for seeking methods to supplement training expenses; and

**WHEREAS**, the Citywide Office of Training and Development (COTD), under the direction of the Human Resources Department, will have the responsibility of providing quality training to City employees while ensuring efficient use of fiscal resources; and

**WHEREAS**, the Citywide Office of Training and Development, within the Department of Human Resources, is recognized as the lead agency, working in conjunction with other City Departments, to administer Citywide Training and Employee Development; and

**WHEREAS**, Departments Directors and other City Administrators will support and endorse the Citywide Office of Training and Development in achieving these goals and objectives,

**NOW THEREFORE, I, Michael B. Coleman**, Mayor of the City of Columbus authorize the Citywide Office of Training and Development within the Department of Human Resources, the responsibility for achieving these goals by doing the following:

- Establish training partnership accords between each Department and the Citywide Office of Training and Development that will **describe both the partnership and mutual expectations.**
- Coordinate a Curriculum Committee to review all training courses to ensure high quality training aligned with the Columbus Covenant
- **Designate the Citywide Office of Training and Development** as the initial and central point of contact for all City Training,
- **Establish a Training Enterprise to provide training opportunities to external agencies,**
- Coordinate all employee training throughout the City, and establish policies, programs, and procedures that will ensure efficient use of fiscal resources
- Be the Office responsible for central record keeping of all training data

The effective date of this Executive Order shall be February 1, 2003.

The order shall be in full force and effect after my signature to this document.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the great seal of the Mayor of the City of Columbus, Ohio to be hereto affixed this 1st day of February, 2003.



**Michael B. Coleman**  
Mayor