



TRAINING & DEVELOPMENT POLICY

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Haines Business Systems Ltd
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Introduction

This company is committed to continuously developing its staff in line with business objectives. Training and development will be focused to maximise staff contribution to the success of the business.

The company's aim will be to provide equal access to training provision and ensure a flexible approach, which will enable all employees, regardless of status, number of hours worked, etc. to enjoy access to appropriate training and development.

The training and development needs of staff will be appraised in relation to the skills, knowledge, attitudes, abilities and qualifications required to carry out the duties of their post and to achieve their own objectives and targets.

Responsibilities and Roles

Managers and team leaders are expected to give regular attention to the training and development of their staff. Once every year, training and development needs will be discussed during the appraisal meeting and a training and development plan for the forthcoming year will be agreed between the manager and the employee (known as a Personal Development Plan or PDP). It is the responsibility of the employee to ensure that the training and development agreed during the appraisal, happens.

The company's management team will arrange in-house training as required, and make available external courses when appropriate. The [managing director] is responsible for ensuring that the training and development activity is adequate to support the operational needs of the company and that a review of training and development happens at least once a year at board level.

Employees are responsible for clarifying their own training and development needs. They are therefore expected to raise any problems with their team leader, review their own performance, suggest what training they may ...