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A series of informative events designed to get you thinking about a topic, followed by practical workshops to help you develop and grow your business and your network.

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Staff Training and Development Policy

[company name] recognises that staff are its single most important resource, and as such is committed to the training and development of this key resource.

The company recognises and supports staff development in the widest sense to include mentoring, individual learning, job shadowing, exchanges, conferences and networking activities, in addition to research and course based learning.

Purpose

[company name] recognises Staff Training and Development has three key purposes:

- To enable staff to meet the requirements and expectation of the overall business aims and objectives
- To enable staff to make a full contribution to the work they undertake
- To enable staff to develop their effectiveness, to increase job satisfaction and achieve their potential.

Statement of Intent

The company recognises that the training and development of its staff is an essential component of meeting its aims and objectives, and expects all staff as an indicative target to spent at least []% of their time taking part in some form of training and development. The driver for staff development will always be need, not time allocation, to enable staff to feel confident in the duties they perform.

Each member of staff has a job description, which sets out what is expected of them in their post and will have a designated line manager who will be identified in their contract of employment.

Each member of staff will have an annual appraisal which will enable them to discuss their achievements, performance, development needs and career aspirations with their immediate line manager. Training and development needs arising from appraisal will contribute to the overall business staff development plan. The staff development plan will be the main driver for staff training and development activity in any one year.

The company will ensure resources are available to meet the priorities of the annual Staff Development Plan.

All staff training and development events will be conducted within the framework of our Equality and Diversity Policies.

Staff

All staff have a responsibility and obligation to take full advantage of staff development activities, to ensure activities are appropriate to their needs before taking part, and to share/use new learning in their work. Staff are encouraged to discuss their own training needs at their annual appraisal and can source appropriate training courses from the approved list of training providers.



Network and Grow is running free workshops and seminars to help businesses in Wigan Borough grow and network together. Call us on **0845 481 8 148** to book your free place now

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