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# TRAINING AND DEVELOPMENT POLICY

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## **1. Introduction**

- 1.1 DMH Interiors recognizes the contribution its employees make to the Company's success.
- 1.2 Through its staff training and development activities, the Company is committed to enabling staff to fully develop within their role and achieve the highest possible standards.
- 1.3 This Training and Development Policy has been developed in line with the Company's overall vision and strategy and reflects a belief in the need to develop all permanent and temporary employees, whether employed on a full-time or part-time basis. It is based on the principles that the Company:
  - views its workforce as an asset as well as a cost, and believes that it should invest in that asset;
  - believes that its employees have the potential to grow and develop, and it shall endeavour to provide opportunities for this growth;
  - shall base decisions on training and development opportunities on the requirements of the business;
  - shall ensure that appropriate procedures are in place to plan, deliver and evaluate its training and development activity;
  - believes that line managers have a crucial role to play in staff training and development; and
  - regularly reviews its overall level of investment in staff training and development to ensure that adequate and appropriate resources are provided.

## **2. Induction Training**

- 2.1 All new members of staff will receive an induction on their job role and the Company as a whole. The Company also provides health and safety induction training.
- 2.2 All staff will attend the Company induction day as soon as possible after their start date. [Attendance on the induction course will be arranged at the same time as the formal offer of employment is made.



### **3. Training and Development Initiatives**

3.1 The Company provides a range of training and development opportunities to staff. These fall into four broad categories:

- Programmes relating to the enhancement of skills for an employee's current position. These include internal and external courses providing specialist training relating to the skills that employees require for their job.
- Programmes leading to a professional or academic qualification. The Company encourages employees who wish to do so to pursue continuous professional development and where appropriate to gain further qualifications.
- Programmes with a specific management or leadership focus. These may be internal or external.
- Health and safety training.

3.2 The Company's formal training and development programme covers a wide range of activities which are offered on an individual or team basis, in or away from the workplace, and on a formal or more informal basis. Training offered includes:

- Formal courses;
- Conferences and study days;
- Workplace-based opportunities such as mentoring, secondments, job shadowing, projects, coaching and job rotations;
- On-the-job learning; and
- Personal study.

3.3 Decisions on the suitability of courses and training programmes will be determined through the performance review process.

### **4. Roles and Responsibilities for Implementation**

4.1 The responsibility for implementing training and development initiatives rests primarily with employees and line managers. Subject to budgetary constraints and the needs of the business, employees should normally discuss development needs as part of the performance review process.

4.2 The Managing Director has a responsibility to monitor and evaluate the effectiveness of training and development initiatives undertaken by employees.



## **5. Individual Requests for Training and Development**

Employees can request training and development at any time but this will usually be done within the performance review process. Requests should be made to the employee's line manager.

## **6. Monitoring of Investment in Training and Development**

The Company must ensure that the resources invested in training and development activities are monitored and the outcomes achieved by employees are measured. The Company uses its evaluation findings for future business planning and the planning of continued investment in staff training and development.

## **7. Equal Opportunities**

Decisions relating to training and development should be made fairly and consistently, and equality of opportunity should be provided for all staff in this area.

## **8. Recording of Training and Development Activities**

Following a performance review discussion, a copy of the agreed personal development plan will be placed in the employee's personnel file. This information is collated annually to form the basis of the Company's Training and Development Plan. All training attended by staff will be recorded by The Office Manager.

### **Policy Review**

This Training and Development Policy will be regularly reviewed and updated by The Office Manager as necessary.