**Employee Training and Development Policy**

**DESCRIPTION AND PURPOSE**

Our company's learning and development programs and activities are covered by our Employee Development policy.

In today's competitive market, employees must renew their knowledge and gain new skills in order to do their jobs more effectively. Both they and the company will gain from this. We want them to have faith in their abilities to boost efficiency and production while simultaneously pursuing new opportunities for personal development and achievement.

**SCOPE**

This policy applies to all permanent workers of the company, whether full-time or part-time. Employees on temporary or short-term contracts may be required to attend training at the discretion of their managers.

Supplementary employees, such as contractors and consultants, are not covered by this policy.

**COMPONENTS OF POLICY**

Employees, supervisors, and HR should all work together to foster a culture of continuous professional development (CPD). It is the obligation of an employee to seek out new learning opportunities. Managers are responsible for coaching their teams and determining employee development needs. HR is also in charge of assisting all activities and processes related to employee development.

**What do we mean while [Company X] say "training and development"?**

We approve and recommend the following personnel trainings in general:

- Formal education sessions (individual or corporate)

- Employee Mentoring and Coaching

- Taking part at conferences

- Job shadowing and on-the-job training

- Changing jobs

We can also arrange for subscriptions or instructional material as part of our learning and development programs, so employees have access to news, articles, and other information that might help them improve their job performance. This is subject to two conditions:

- All applicable payments should not exceed a defined limit per individual

- Subscription/Material should be job-related

Software licenses and other tools that are absolutely necessary for employees' jobs are not included in this list.

**Individual Training Program**

Individual training programs are covered by the company's policies. Employees who have worked for the company for more than four months are eligible to enroll in individual or group external training programs. We'll set a budget for each employee at the start of the year, and we'll renew it every year. Employees can miss up to ten days per year for training.

Employees are free to attend as many training programs as they desire, as long as they don't go over the budget or the number of days allowed. They'll have to use their paid time off (PTO) and incur any additional charges if they do.

It's possible that employees may be required to show proof of attendance.

Any company-mandated employee training (for example, due to shortfalls in an employee's performance or changes in their job description) is exempt from the training budget and time limit. It's possible that the corporation will cover the entire expense.

Employees' needs and learning styles should be considered in any training. As a result, we urge employees and managers to examine a variety of training approaches, such as workshops, e-learning, lectures, and other options.

**Programs for corporate training**

On occasion, we might hire professionals to train our employees. In this situation, the corporation will bear the entire expense. The following are some examples of this type of training and development:

- Equal opportunity training

- Diversity training

- Managerial leadership training

- Employee conflict resolution training

In this category, organizational specialists and managers can also conduct training. Here are several examples:

- Educating new hires

- Training personnel in preparation for promotions, transfers, or new responsibilities

- Training teams in company-related issues (e.g. new systems or policy changes)

Employees will not be required to pay for these training sessions, nor will they be required to take time off. It's possible that attendance records will be required as part of the procedure.

**Other Trainings**

Employees and their managers are both responsible for continuous learning. Employees should demonstrate their desire to improve by seeking instruction and assistance from their bosses. Managers should advise and support their subordinates, as well as their superiors.

Employees and management are in charge of determining the best CPD options. Work rotation, shadowing, and other types of on-the-job training are all options (without disrupting daily operations). We also urge employees to use their rights to self-paced learning by seeking training materials and other resources while staying within their budgetary restrictions.

Following are some general guidelines:

- This policy applies to all qualified employees without regard to their rank or protected characteristics.

- Managers should assess the effectiveness of training initiatives. They should retain records for future reference and chances for growth.

- All efforts to develop employees should take into account cost and time constraints, as well as individual and corporate needs.

- Employees should study and find methods to apply information to their work in order to get the most out of their training.

- Employees are urged to put their training budget and time to good use.

**PROCEDURE**

When staff want to attend external training sessions or conferences, they should follow this procedure:

- Employees (or their team leaders) recognize a training need.

- Employees and team leaders discuss and provide recommendations for potential training programs or methodologies.

- Employees or team leaders contact HR and offer their suggestions in a succinct manner. They may also be required to fill out a form.

- Human resources evaluates the plan, paying close attention to the budget and training materials.

- HR makes the decision on whether to accept or reject the proposal. If they reject it, they should disclose written reasons to employees.

- If HR approves, they will make preparations for dates, lodging, and reservations, among other things.

- If the employer does not pay for the training directly, employees will be responsible for paying for it and submitting invoices or receipts to HR. This information will be used by HR to approve employee reimbursement.

- An employee must contact HR as soon as possible if they decide to skip or cancel a training. They'll be responsible for any cancellation or other fees as well.

- When training concludes with an examination, employees must report the results. They can repeat the exam at their own expense if they don't pass the first time.

In most cases, the firm will pay for all training costs, including registration and exams (one time). They might also cover things like transportation, lodging, and personal expenses. HR has the last say on this. If HR wishes to fund these expenditures, they must establish their own arrangements (e.g. tickets, hotel reservations). Employees will be compensated for any additional covered expenses if they bring any applicable receipts and invoices.

Employees should contact HR directly or encourage their bosses to do so if they wish subscriptions. The subscription should ideally be set up by HR. They may provide formal consent to staff in some rare circumstances so that they can do it themselves. Employees should tell HR of the cost and any other details in writing once they have made their arrangements. HR should also receive any necessary invoices.

HR also has the following responsibilities:

- Identifying training requirements

- Assisting with activities and techniques for learning and growth

- Maintaining budgets and training schedules

- Promoting corporate training and development strategies for employees

- Whenever possible, calculating learning and development KPIs and deciding on improvements

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